

ALLEN P. HUNTER

10234 Wood Sorrell Lane
Burke, VA 22015
Phone: 703-555-4902
E-mail: aphunter@netlink.net

OBJECTIVE

Retail management entry-level position with a mid-size department store

EDUCATION

- * Central Virginia Business College, Burke, VA, December 2004
- * High School diploma from Central High School, Burke, VA, May 2002

EXPERIENCE

- * COMPUTER SYSTEMS TECHNICIAN, Kramer & Kramer, Inc.
Harrisburg, Virginia
June 1999-Present
Duties include reviewing, installing, and updating software programs used for processing legal documents and monitoring computer network system for branch offices.
- * SALESCLERK, Blanchard's Department Store
Richmond, Virginia
May 2000-May 2002 (part-time)
Duties included selling sporting goods and operating Panasonic cash register. Assisted sales manager in completing monthly sales reports generated by Word and Excel software programs.

PERSONAL

- * Volunteer for Habitat for Humanity, 2000-Present
- * Senior Class President, 1999
- * Member, Intramural Soccer Team, 1997-1999

REFERENCES

References available upon request.