

Nina Atwood  
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OBJECTIVE

To obtain a position which will utilize my skills and experience, and allow me to advance through new challenges and responsibilities.

QUALIFICATIONS  
  
Two years in customer service. Practice and promote strong work ethics of punctuality, reliability, and responsibility. Capability to work in team environment or independently. Open to new experiences. Flexible. Competent in basic computer skills: Windows, Microsoft Word, Microsoft Excel, Internet etc. Efficient in typing: 60+ wpm. Quick Learner.

EDUCATION   
  
University of California-Riverside  
B.A. English 12/2003  
  
  
WORK EXPERIENCE

-SLI

Seoul, Korea

English Teacher

02/10-01/11

-Woosuk University

Jeonju, Korea

Winter Camp English Teacher

12/09-02/10

-Phillips Edu

Mapo, Seoul, Korea

English Teacher

02/09-08/09

-YBM ECC

Ilsan, Korea

English Teacher

07/2007-07/2008

-Downtowne Bookstore  
Riverside, CA  
Assistant Manager  
09/2004-05/2005  
  
  
-Riverside Public Library (Main Branch)  
Riverside, CA  
Library Page  
12/2003-10/2005  
  
   
  
VOLUNTEER WORK  
  
-Dr. Herman H. Stone Patients' Information Library  
Riverside, CA  
10/2003-Present  
  
-Friends of the Riverside Library Book Sale Division  
Riverside, CA  
02/2004-08/2004  
  
  
TRAINING/CERTIFICATE  
  
-Basic Hands-On Book Repair for Libraries-2004  
Given by the Infopeople Project  
Instructor Margit Smith  
  
Certificate dated June 14, 2004.  
  
  
COMPUTER SKILLS  
  
-Basic Computer Skills, Typing 60+ wpm, Windows, Microsoft Word, Microsoft Works, Microsoft Excel, Innovative Millennium, Internet.  
  
  
REFERENCES  
  
Furnished Upon Request