

Nina Atwood
28760 Maltby Ave.
Moreno Valley, CA, 92555
Mobile Phone: 010-3040-4259
Email:Dmind81@aol.com

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