


# *Carissa L. Mason*



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## *Personal Aspirations*

I plan to acquire an administrative assistant position at the Merit Corporation while pursuing a bachelor's degree in business. Following my graduation, I plan to obtain a position in the diverse field of event planning.

## *Key Attributes*

- Dedication to responsibilities, elevated base of principles, ethical approach to duties
- Ability to accept criticism in a mature manner and adapt to dynamic environments
- Excellent communication skills, effective telephone etiquette, exceptional listening proficiencies
- Advanced knowledge of the Microsoft Suite, superior proofreading abilities, quality work results

## *Education*

Windsor High School, Windsor, CO

High School Diploma: May 4, 2003

Core Classes: Contemporary Authors, Algebra I-II, Biology, American Government, Spanish I-IV, Sociology

Business Classes: On-the-Job Training at King Surveyors, Inc., Cooperative Office Education, Business Office Education, PC Applications I-II

## *Work Experience*

**King Surveyors, Inc., Windsor, CO, July, 2002-Present**

Supervisor: Lawrence Pepek, 970-686-5011

- Quality representation of the multi-million dollar firm using impeccable receptionist skills
- Key job proposals, place office orders, file job records, run errands
- Create filing system to maintain 3,000 client records

**Pizza Hut, Windsor, CO, December, 2001-July, 2002**

Supervisor: Daniel Hillmann, 970-686-5688

**Dominos Pizza, Windsor, CO, June, 2001-January, 2002**

Supervisor: Brian Espinoza, 970-686-5688

- Interactions with the public in a fast-paced environment
- Responsible for \$600 in cash drawer, inventory, facility security

## *Technical Skills*

- Microsoft Word, Excel, PowerPoint, Internet Explorer, Outlook, Access
- Skills to create spreadsheets, graphs, business proposals, letters, and memos

## *Team Activities*

**Future Business Leaders of America:** Windsor High School: Chapter 5665, August, 2002-Present

**Community Service:** Habitat for Humanity, February 2002

Windsor High School, October 2002. A team-building activity that generated \$6,000 in order to supply automated external defibrillators at Windsor High School.

**Student Council:** Windsor High School, May, 2002-Present, Senior Class Treasurer 2002-2003

**Managing:** Windsor High School Varsity Basketball, December, 2001-February, 2001

**Cheerleading:** Windsor High School, April, 1999-April, 2001