**M.J. Cresho**

**P.O. Box 224**

**Medina, Ohio 44258**

**234-207-6341**

[**annazewe97@gmail.com**](mailto:annazewe97@gmail.com)

**QUALIFICATIONS SUMMARY**

Detail-oriented, focused, organized professional file clerk takes initiative, has excellent follow through, great proof reading, alphabetizing and problem-solving ability.

**EDUCATION**

Notre Dame College,S. Euclid, Ohio

Bachelor of Arts

Business Administration

Cuyahoga Community College,Parma, Ohio

Paralegal Studies

Certificate

**WORK EXPERIENCE**

**Serpentini Chevrolet**

**File Clerk**

Medina, Ohio 11/2020 to Present

* Strategize and coordinate project completion with office manager
* Alphabetize files and paperwork in file cabinets and boxes
* Organize files according to alphabet and year, organize cabinets
* Label and reorganize file boxes

**Board of Elections**

**Public Election Official**

Medina, Ohio 5/2017 to 11/2020

* Poll worker working local and national elections
* Followed all rules and regulations

**J.A.M.s Stolen Goods Apiaries**

**Bee Keeper**

Brecksville, Ohio 4/2004 to 1/2014

* Build and maintain the health of the bee hives
* Feed and raise bees, divide colonies
* Prepare bees for pollination
* Collect honey