

# Emily Brown

1640 Grey Hawk Drive, Scottsdale, AZ 85260 • 480-555-1955 (cell) • ebrown@email.com

---

## Overview

Contributed to a widely-praised and money-saving records reorganization during a three-month period as Assistant Systems Clerk at the XYZ Blood Center. Frequently recognized for excellent organizational and problem-solving skills (such as streamlining folder organization and naming conventions).

## EXPERIENCE AND ACCOMPLISHMENTS

### Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Scottsdale Public Library.
- Winner of the DMC Programming Contest, 2012.

### Excellent organizational skills

- Awarded "Volunteer of the Year" by the Scottsdale Public Library in 2012 for noted organizational skills.
- Helped reorganized records system, saving the XYZ Blood Center \$15,000 per year.
- Organized various events for the Chaparral High School Math Club.

### Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.

## VOLUNTEER HISTORY

### **Scottsdale Public Library — Summer 2012, Summer 2013**

Scottsdale, AZ

Computer assistant

### **American Red Cross — Spring 2012**

Florida

Relief volunteer

### **XYZ Blood Center — Summer 2011**

Scottsdale, AZ

Assistant Systems Clerk

## SCHOOL ORGANIZATIONS

### **Chaparral High School Math Club — 2011 - 2014**

Vice-president — 2011-2014 school year

### **National Honor Society — 2012 - 2014**

## EDUCATION

### **Chaparral High School**

Graduation Date: 2014

Grade Point Average: 3.25