

Michael Jorman
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(734) 276-4223 – Cell Phone

Objective: to pursue an entry-level position part-time/internship position that will allow me the ability to utilize my knowledge of science, interpersonal, and communicative skills with opportunities for learning and advancement.

Education: I am currently a senior and expect to graduate from Ann Arbor Huron High School in June 200_.
My high school studies included emphasis in English, Mathematics, and Business. I am currently enrolled in the COE program.

Work Experience:

August 2001 - present *Parke-Davis, 2800 Plymouth Road, Ann Arbor, Michigan 48105* **Document Delivery Clerk**, Duties: Worked with minimal supervision. Located documents within the library as requested, duplicated, and returned to person requesting with 100% accuracy. On-line data searches using the Internet, accurate data entry, alphabetic filing to standard, occasionally answer the telephone ; take phone messages as required and distribute mail to appropriate recipients.

**June 2000-
August 2000** *American Red Cross, 2729 Packard Road, A n n Arbor, Michigan 48108* **Volunteer**, Duties: Schedule donor appointments, assist professional staff with blood drives, filing and mail distribution to organization standard.

**September 1999
June 2000** *Ann Arbor News, 100 N. Division, Ann Arbor, Michigan 48104* **Delivery person**, Duties: On- time, daily delivery of local newspaper for 100% customer satisfaction approval.

Skills & Abilities Knowledge of Microsoft Windows XP, Microsoft Office Word, Excel, PowerPoint, Access and the integration of these applications. 10 Key pad mastery, 10-key calculator and professional telephone and message taking skills. Good written and verbal communication skills. I have good time management and set appropriate priorities in getting a task accomplished.

Personal Qualities I am reliable, responsible, and committed to doing a good job to meet company standards.
I work well under pressure and meet deadlines
I have **received** outstanding evaluations from my work supervisor.

Hobbies & Activities:

Huron Equestrian Team, reading, skiing and camping.
Huron Crew Team – 2003 - present
Business Professionals of America – 2003- present.

References

Mr. John Carner, Parke-Davis, 2800 Plymouth Road, Ann Arbor, MI 48105,
(734) 622-7000. carnerj@gmail.com

Ms. Mae Adams, Counselor, Huron High School, 2727 Fuller Road, Ann Arbor,
Michigan 48105, (734) 994-2066. adams@aaps.k12.mi.us

Ms. Sandra Dee, 567 Pontiac Trail, Ann Arbor, Michigan 48105
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