

SHAWN M. FARNER
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Present Address
3719 Crimson Hawks
Indiana, PA 15705-3719

Permanent Address
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Enola, PA 17025
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OBJECTIVE Impress you so that you hire me.

EDUCATION **Indiana University of Pennsylvania**
Senior, Class of 2008 – Major: English

East Pennsboro Area High School, June 2003
GPA: 3.3
Senior Award, Outstanding Computer Student

EXPERIENCE

Office Work, Tri-Starr Staffing, 2006-2007

- Have worked assignments the past two summers
- 2006 – Red Cross, 2007 – Dauphin Co. MH/MR
- Data entry, filing, word processing

Personal Assistant for James Halkias, 2005

- Kept in contact with county tax offices in PA.
- Drove to many county courthouses to retrieve tax sale lists.
- Worked without supervision.

Web Design, mostly personal

ACTIVITIES

Indiana University of Pennsylvania

- Alpha Phi Omega, National Service Fraternity – Active Brother & Officer, Sgt. At Arms
- IUP College Republicans – Member
- Welcome Weekend Orientation Leader for Fall 2007, upcoming in 2008

East Pennsboro Area High School

- Athletics – Wrestling, Track & Field, Cross Country
- Chess Club
- Computer Club

SKILLS

Microsoft Word, Excel, Powerpoint, some Access
Second level of Elementary Spanish, Extensive knowledge of social networking tools & web marketing, Computer hardware

REFERENCES

Available upon request.