# Education & Training

### september 2018 – June 2022

## McCann technical school, North Adams, MA

Business Technology

* Accounting
* Customer Service
* Business Topics
* Finance
* Keyboarding (30 WPM)
* Career Unit
* Office Procedures
* Photoshop CS2
* Business Communications
* Business Law
* Microsoft Office Suite 2013/2019
* Internet and Computing Core

# Work Experience

JANUARY 2020 – Present as Needed

## Truly Independent Wrestling, Pittsfield, MA

## Security

* Responsible for securing the premises and personnel
* Check attendance for tickets to allow entrance into the venue

JULY 2021 – Present

## Pet Supplies Plus, Pittsfield, MA

## Team Member

* Cashier, Stocking, Handling Live Animals, Taking care of Live Animals

# professional member

Business Professionals of America Member, September 2019 – Present

SkillsUSA Member, January 2019 – Present

# Accomplishments

OSHA 10-Hour General Industry Safety and Health Certification

Microsoft Office Specialist(MOS), PowerPoint 2013, Word 2019, Excel 2019, Access Expert 2019

IC3 Digital Literacy Certification 2019

3rd Place in Fundamental Spreadsheet Applications Business Professionals of America Competition

3rd Place in Advanced Spreadsheet Applications Business Professionals of America Competition

2nd Place in Intermediate Word Processing Business Professionals of America Competition

2nd Place in Technical Computer Applications SkillsUSA Competition

2nd Place in Customer Service SkillsUSA Competition

2nd Advanced Spreadsheet Applications Business Professionals of America Competition

1st Place in Administrative Support Team Business Professionals of America Competition

2021-2022 Massachusetts Business Professionals of America State Historian