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Jeremy Muha

Objective

To secure a position as a technical writer or editor.

Education

Technical Writing

2001 - present Eastern Michigan University Ypsilanti, MI
■ Anticipated B.A.: April 2002

B.B.A. Marketing

1995 - 1999 Eastern Michigan University Ypsilanti, MI
■ GPA: 3.2
■ Dean's List
■ Member of Marketing Student Association

Summary of qualifications

- Proficiency in MS Word
- Proofreading/ Editing Skills
- Knowledge of In-Design, basic html, the Internet
- Ability to communicate well with others

Professional experience

Medical Records Clerk II

1999 - present University of Michigan Ann Arbor, MI
■ Organize and maintain medical records
■ Efficiently expedite medical records to proper locations
■ Track records via mainframe

Layaway Clerk

1998 - 1999 K-Mart Ann Arbor, MI
■ Stored customer purchases for later retrieval
■ Doubled as postal package drop-off operator
■ Promoted from cashier

Intramural Official

1996 - 1998 Eastern Michigan University Ypsilanti, MI
■ Officiated intramural softball, football, and basketball games
■ Assisted in making nightly officiating schedule