

# OLIVIA TURNER

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## Summary

Current student with excellent research, time management and problem solving skills.  
Looking for an opportunity to use my knowledge and gain experience.

## Education

College of Southern Maryland - Prince Frederick, Maryland

- Associate of Arts: General

## Skills & Abilities

- Excellent research skills
- Microsoft Word
- Excel
- PowerPoint
- Planning/Coordinating
- Time Management
- Positive Attitude
- Supply Restocking
- Dedicated Team Player

## Experience

North Beach Bayside Museum - North Beach, Maryland - Volunteer

06/2014 - 09/2014

- Scanned and filed forms, reports, correspondence, and receipts. Operated office equipment such as copiers and fax machines. Entered information into computer databases.

### Harris Teeter - Dunkirk, Maryland - Bagger

08/2018 - 08/2021

- Assisted customers with loading their purchases into their vehicles.
- Bagged groceries for customers quickly and accurately.
- Stocked items in bags to maximize space and prevent breakage.
- Collected carts from outside and returned them to the store.

### Prince Frederick Dental Center - Prince Frederick, Maryland - Office Assistance

08/2021 - 08/2024

- Scanned and imported documents into their proper files.
- Made copies of important documents.
- Shredded paper, restock shelves in the storage room, as well as restocking the bathrooms with toiletries.
- Other duties my boss may need assistance with.

