

# Michael Barnes

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864-907-1581



8 Charlene Drive, Greenville, SC 29615

## Objective

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- To gain employment in a field that utilizes strong communication and leadership skills while continuing to teach and promote growth.

## Employment History

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04/09-01/10

### Bi-Lo, LLC

Courtesy Clerk

- Greeted customers, aided customers in finding products, bagged groceries, retrieved shopping carts; kept aisles, restrooms, and lot clean; disposed of trash.
  - Received 3-month raise.

## Education

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2010

### Eastside High School

Taylors, SC

High School Diploma

- Achieved 3.0 GPA.
- Performed in school marching band.

## Software/System Skills

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- Skilled in Microsoft Word, PowerPoint, and Excel.
- Skilled in file manipulation, including but not limited to .doc, .txt, .zip, and .rar files.

## Language Skills

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- Can read, write, and speak basic/intermediate Spanish.

## References

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Available upon request.

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### Key Words

skilled leadership file limited kept  
microsoft high school diploma  
received bagged courtesy clerk

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