

TOMOKI POTH

Address line

000-000-0000 tomokipoth@gmail.com

OBJECTIVE

I am looking for an entry-level work experience where I can use my knowledge and skills to help create and maintain websites. I am eager to learn new things, especially in an environment that will put my current abilities to the test, as well as force me to learn new relevant skills in order to work more efficiently.

QUALIFICATIONS SUMMARY

- Team player with supportive attitude and flexibility.
- Self-starter, dependable and detail oriented with excellent work ethics.
- Effective in dealing with questions in a tactful manner.
- Goal driven and motivated to complete tasks.
- Maintain professional, working relationships with other employees and the public.
- Strong knowledge of HTML and CSS markup languages
- Good experience with Microsoft Office Programs
- Can work well using Photoshop and Illustrator to create web-oriented graphics

RELATED EXPERIENCE

Volunteer, *Spencer Road Library*, St. Charles, MO, October 2016

Volunteering weekly at the library in the computer lab to assist individuals with learning to navigate a computer and browsing the Internet.

Retail Associate, *Walmart*, St. Charles, MO, December 2016 - Present

- Help customers find items they're looking for
- Stock shelves with merchandise
- Help customers with heavy items
- Maintain cleanliness and order of store and shelves
- Perform checking duties – handling cash

EDUCATION

University of Missouri St. Louis, *St. Louis, MO*

- General study courses with an emphasis on computer sciences.

St. Charles Community College, St. Louis, MO

- Computer usage and design focus – currently majoring in Web Design

Francis Howell Central, St. Peters, MO

- High School Diploma - General Studies, Graduated 2015.

SPECIAL ACCOMPLISHMENTS

Graduated Summa Cum Laude for my excellence and dedication in my school work.

REFERENCES

To be filled out.