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Largo, MD 20774

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Jerell S. Smith

Education	<p>2002 – 2006 Largo High School Largo, MD High School diploma</p> <p>2006-present Prince George’s Community College Largo, MD Major- Computer specialist</p>
Skills:	<p>Basic computer skills to include software installation, computer and printer setup. Answer phones, filing/faxing data entry. Helpful around the office and willing to do what is needed. Basic carpentry</p>
Work experience	<p>08/2006-11/2006 United Parcel Service Landover, MD Package Handler This is a physical, fast-paced position that involves continual lifting, lowering, and sliding packages that typically weigh 25-35 pounds and may weigh up to 70 pounds.</p> <p>01/2007-02/2007 Aluma Systems Beltsville, MD Construction Personnel Experienced Local Service Teams consistently delivering customer value with innovative solutions and industry-leading Safety, Productivity, and Integrity...Safe. Smart. Efficient</p> <p>03/2007-07/2007 MedAssurant Annapolis, MD Administrative Clerk Deliver unparalleled and truly end-to-end solutions to address matters of quality of care, cost improvement and containment, risk adjustment, clinical outcomes analysis, and healthcare data verification.</p>
Volunteer experience	<p>2000- present ICI Landover, MD</p> <ul style="list-style-type: none">• Volunteered service, utilizing skills such as basic construction, maintenance and landscape. An office assistant performing tasks as faxing, filing, delivering mail and answering phones. Assisting in book and tape ministry.