

**C. Allison Johnston**  
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**Objective:** To obtain a position that allows me to utilize my organizational and computer-oriented skills.

**Relevant Skills:**

- All Microsoft Windows and Mac OS networked environments
- Advanced skills in Microsoft Word, Excel, and Access
- Intranet and Internet business applications
- AP/AR
- Time management and organization
- Xerographic document reproduction

**Capabilities:**

- Workstations running Win 3.11, Win 95, Win NT, and System 7
- Use of specialized features: tables, formulas, charts, graphics, and data queries
- 50-55 wpm
- HTML publishing using GUI applications
- Email, FTP, News reader, and Browser network clients
- Retrieving information via internet and public access listing resources
- Electronic credit card billing
- Summarization reports of activities
- Communication Distribution
- Networked printing environments using high-end production printers
- Graphic design

**Work History:**

- University of Kentucky, Lexington, KY, 8/95-12/97
- Miracle Document Services, Cincinnati, OH, 5/95-11/97

**Education:** University of Kentucky, Lexington, KY  
BMME in Music Education, May 1998  
GPA 3.0

**Salary Requirements:**

- \$25K plus benefits