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| Shelby Owens  (949) 589-9532  21151 Prairie View Lane  Trabuco Canyon, Ca 92679  Tennischicka007@yahoo.com |  |

Objectives

Join Virtual Enterprise business class as a spring board to develop Fondue Creations into a multi-level, multi-tasking business endeavor.

Education

* Currently a Senior at Mission Viejo High School. (June 2009)
* Member of the Varsity Girls Tennis Team at my school. (Jan. 2009)
* Photography Editor on the MVHS Yearbook Staff. (June 2009)
* Latest GPA was a 4.0. ( January 2009)

Experience

* September 2008-Present Marketing Assistant

J’adore La Fondue – Virtual Enterprise Company

25025 Chrisanta Drive Mission Viejo, Ca 92691

Responsibilities: Making Marketing Plan, Booth set up

* May 2007-April 2008 Executive Assistant

Owens & Associates – Real Estate Appraisers & Consultants

24551 Raymond Way, #190, Lake Forest, CA 92630

Responsibilities: phone, filing, calendaring

* Feb. 2003-May 2007

Self Employed-Child Care

Babysitting at hourly rate

Jobs ranging from 1 hour- full weekend

Skills

* Computer skills: Microsoft Word, Power point, and Excel; Internet search engine, and capable of using PC and Apple machines
* People skills: team worker, good leader, and great listener
* Other: creative, hard worker, open-minded, good delegator, can take the lead

Reference available upon request.