

1722 West Jackson Street
Apartment 2
Muncie, IN 47303

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David William Lightfoot

Objective

To obtain a position which will give me the opportunity to work in an environment that will challenge me and allow me to use the college degree I have earned in Telecommunications.

Education

August 1998 – May 2004 Ball State University Muncie, IN

Bachelor of Arts

- Telecommunications, Production Option, Multimedia Emphasis

Work experience

November 2005 - Present Wal-Mart Muncie, IN

Courtesy Associate

- Collect shopping carts and organize them into a designated area for customer usage. Provide customer service by assisting customers with large or bulky purchases. Assist Layaway department with placing or pulling items from their storage areas.

June 2004 – October 2005 Gap, Inc. (Old Navy) Muncie, IN

Certified Cash Handler

- Responsible for accurately counting seven cash registers at open and close of the business day. Assisted associates and managerial staff with procedures as related to their position. Provided excellent customer service by cashiering, restocking merchandise, counting for inventory, cleaning major traffic areas and taking control of a high traffic fitting room.

January 2003 – May 2004 BSU Housing & Residence Life Muncie, IN

Desk Staff Member

- Assisted residents with information, exchanged monies, provided access to equipment, sorted mail into mailboxes for residents and general office work.

January 2000 – Dec. 2002 BSU University Computer Labs Muncie, IN

Lab Assistant

- Assisted patrons with software support, totaled number of patrons per half hour for management reports and managed an efficient computer testing area.

Computer Skills

Comfortable with Microsoft Windows (95, 98, 2000, ME, XP), Word, Excel, PowerPoint, FrontPage, Macromedia Dreamweaver. Trained in Macintosh operating systems and programs. Willing to learn new programs and systems.

Languages

Proficient in Spanish, can communicate in short phrases.