

Anthony Richmond



OBJECTIVE

Seeking a job position where I would be able to develop and maintain great working skills. I'm a aspiring and determined young man who would love to be apart a pleasant working environment.

SUMMARY OF QUALIFICATIONS

- Able to multi-task very well under pressure
 - Always has a positive attitude
 - Great quality of writing and communication skills
 - Adopts to Microsoft marvelously (Word, Excel, Outlook, and Powerpoint)
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PROFESSIONAL EXPERIENCE

City of Milwaukee - City Hall - Milwaukee, WI
2014

Jun. 2014 - Aug.

Summer Youth Intern for Alderman Joe Davis

- Took messages and provided routine information
 - Correctly recorded and filed information for District 2
 - Assisted help with his Legislative Aid
 - Sat in meetings and attended meetings on Ald. Davis behalf
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EXTRA-CURRICULAR ACTIVITIES

- Cross Country
- SMART Team
- Tablesetters
- Cooking Club
- Broadcast Media

EDUCATION

Destiny High School
12

Freshman Year 2011-

Messmer High School
15

Sophomore to Senior Year 2012-