

TRACY L. POLK

OBJECTIVE

To obtain a challenging management position at a reputable company.

EXPERIENCE

2012–2006 Housing Resources Inc Milwaukee, WI
Rehab Specialist

- Assist customers with minor home repair program.
- Tool loan center clerk/receptionist.
- Keep accurate account of new and old accounts.

2003–2005 Neighborhood Housing Services Milwaukee, WI
MHR/Tool Loan Clerk

- Assist customers with minor home repair program.
- Tool loan center clerk/receptionist.
- Keep accurate account of new and old accounts.

1999–2003 Best Buy Northridge Brown Deer, WI
Service Technician

- Troubleshoot and diagnose P.C. and A/V equipment.
- Maintain customer communication and daily shift duties.
- Enhance customer Knowledge of store products and cashier.

EDUCATION

1992 Messmer High School Milwaukee, WI

- High School Diploma

2002 M.A.T.C. Milwaukee, WI

- Associates Degree in Applied Science

2011 Kaplan College Milwaukee, WI

- Bachelors Degree in Business Administration

INTERESTS

I enjoy Reading, writing and spending time on my computer. My lifetime hobby has been music and video production. I love to travel and enjoy meeting new and interesting people.

REFERENCES

Available upon request.

• E-MAIL TRAYSENT2@YAHOO.COM

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