

NAAUBIN LATTIMORE

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SUMMARY

Ambitious student eager to apply internship experiences toward full-time employment. Goal driven and energetic, seeking to grow with a company in need of top-level support.

SKILLS

- Microsoft Office proficiency
- Excel spreadsheets
- Mail management
- HIPAA compliance
- Excellent customer service
- Office support

EXPERIENCE

02/2018 to Current

Food Service Worker

Uptown BBQ & Soulfood – Detroit, MI

- Prepare a variety of foods according to customers' orders or supervisors' instructions.
- Package take-out foods and served food to customers.

10/2017 to Current

Data Entry Intern/Project Search

DTE Energy – Detroit, MI

- Created and managed more than 1000 confidential personnel records.
- Process and scan documents and mail.
- Routinely sorted Microfiche film for storage.

10/2017 to Current

Health Assistant Intern/Project Search

DTE Energy – Detroit, MI

- Maintain the front desk and reception areas.
- Greet patients.
- Re-Stock supplies.
- Clean equipment and facility.
- Change linens.

EDUCATION AND TRAINING

2018

High School Diploma: General Studies

Drew High – Detroit, MI, USA

Completing a 1 year internship through a program called **Project Search**, affiliated with the Detroit Public Schools Community District.