

Kharman Henning

Office Admin

Westminster, CO
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Seeking placement with an energetic, highly creative team of mature yet fun people.

WORK EXPERIENCE

Office Admin

N.A.D.S - Lakewood, CO - September 2006 to October 2010

Personal Assistant

Private Party - Broomfield, CO - September 2005 to August 2006

Press Operator

Ball Metal Container - Golden, CO - January 2005 to September 2005

Eviction Specialist

Eviction Tech - Westminster, CO - January 2003 to December 2004

EDUCATION

Design/Advanced Floral Design

Trim International Floral School - Denver, CO
March 2013

ADDITIONAL INFORMATION

Skills

- * Innovative problem solver
- * Proficient w/most office equipment
- * Proficient w/ most arts & crafts tools
- * Able to listen and hear
- * Patient and attentive

- * Work well with others
- * Work well under stress
- * Natural eye for good design
- * Always ready to learn
- * Receptive to constructive criticism