

5950 Courville
Detroit, MI 48224
Home: 313. 884.1091
Cell: 313.713.3890
Email: strongside313@gmail.com

AARON W. WEST

EDUCATION

Cass Technical High School, 9/99 - 6/03

Central Michigan University (*Computer Science Major*), 9/03 - 5/04

Focus Hope Machinist Training Program, 9/05 – 3/06

EMPLOYMENT HISTORY

36TH DISTRICT COURT

11/06 - 5/12

Real Estate & Civil Division Judicial Clerk

- Filed and entered default judgments into courts database
- Entered summons into courts database
- Issued eviction notices to bailiffs for evictions proceedings
- Telephone answering and routing calls for the courts Civil Department
- Copied and faxed legal documents
- Word processing/data entry

IRON MOUNTAIN RECORDS MANAGEMENT

5/05 - 6/06

Data Entry Clerk

- Entered confidential information for various companies using multiple databases
- Some heavy lifting and sorting of boxes

SOFTWARE EXPERIENCE & SKILLS

Proficient in Microsoft Office
Internet Experience

Customer Service
Typing – 60 WPM

Active Listening skills
Data Entry

REFERENCES UPON REQUEST