

Benjamin Nelson

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Volunteer Work History

Traffic Services City of Henderson, Henderson, NV 2008 – 2012
Collated, scanned, and scanned permits. Entered parts into data base.

Parks & Recreation City of Henderson, Henderson, NV 2010 - 2011
Reported light repair requests.

Court Records City of Henderson, Henderson, NV 2011 - 2012
Filed paperwork and information cards, collected recycling.

Archives & Records City of Henderson, Henderson, NV 2012 - 2013
Scanned and sorted records. Saved micro phish images to graphic image files for digital archives.

Goodwill Industries Goodwill-Stephanie, Henderson, NV 2011 - 2014
Freight – sorted, delivered, and arranged merchandise on shelves, aisles, and sections.

Skills & Training

Graphic Arts – 5 years training - Adobe Illustrator & PhotoShop

Microsoft Office – 2 years training – Word, PowerPoint, Outlook

Various data-base software

References are available upon request.