

CHRIS BOUTON

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QUALIFICATIONS

- a young, enthusiastic, professional person with a will to achieve success in everything undertaken.
- an excellent work ethic that has come from my self-employment as a pressure washer.
- possess computer skills and the ability to learn computer programs and other tasks quickly.
- believe that, if given the opportunity, I can excel in any position and become a tremendous asset to your organization.

EDUCATION

- 2000-present** Senior Marketing/Finance Major, expected graduation, December 2002
Florida State University, Tallahassee, FL
- 1999-2000** AA Degree received, May 2000
Chipola Junior College, Marianna, FL
- 1995-1999** High School Diploma received, 1999, while dual-enrolled at Chipola Junior College
Graceville High School, Graceville, FL

EMPLOYMENT

- July '01-Present OPS, Florida Fish and Wildlife Conservation Commission**
- Worked in the Accounting Office Located in Tallahassee, Florida
 - Entered Vendors into the State Purchasing Database.
 - Upgraded hardware and software in the office computers.
 - Mailed monthly reports to various offices throughout the state.
 - Helped keep accurate records of purchasing card holders and delegates.
 - Used RDS, SAMAS, FLAIR, and other state-maintained databases to add and retrieve information needed by the full-time employees in the office.
 - Helped with general accounting tasks when the office became busy.
- May '01-July '01 Sales Clerk, Baptist College of Florida Bookstore**
- The BCF Bookstore was upgrading to a computerized POS inventory system.
 - Entered merchandise into computer inventory.
 - Helped prepare the store for the yearly hand-inventory count.
 - Helped to prepare the physical inventory sheet to be turned in to the business office.
 - Learned new computer system and helped train existing employees on it.
- June '97-Present Cabin Counselor, Camp Seale Harris & Camp Kudzu**
- Camp Seale Harris and Camp Kudzu are camps for diabetic children in the states of Alabama and Georgia respectively.
 - Work 5 sessions each summer and various weekends throughout the year mentoring, teaching, directing and befriending the children that these camps serve.
 - Awarded the Best Counselor Award twice since 1999.
 - In the past 5 years, assumed responsibility for children with ages ranging from 5-18.
 - Performed over 3000 hours of Community Service between the two camps since 1997.

EXTRA-CURRICULAR ACTIVITIES

- March as a Member of the Marching Chiefs at Florida State University.
- Built web page for the Students in Free Enterprise at Chipola Junior College, replacing an archaic, dead-end page with a more modern, user-friendly one.
- Built my personal web site which is located at <http://mrchrisbouton.tripod.com> on the world wide web.