

Adam Roberts Meacham

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Career Objective

Seeking a position in dealing with people and using my computer skills

Skills/Abilities

- Computer Knowledge
 - MS Office Suite (XP)
 - Adobe Photoshop 7.0
- Administering / Maintaining Office files and personnel records
- Get along well with others / Enthusiastic team member
- Web Page Design
 - Knowledge of: HTMLed Pro 3.0
 - FTP Voyager

Work Experience

- Jun 02 – April 03** Customer Service Representative, **Fun Factory** – Market City, Honolulu, HI
Duties Include – Customer Service Representative and Public Relation, Exchanging Money, inventory, redeeming prizes, and re-stocking shelves.
- Jun 00 – Feb 02** Security Guard, **Royal Guard Security** – Honolulu, HI
Duties Include – Public relations, monitoring different post at Pearl Ridge such as; Information, driving of the security truck and courtesy cart, and Security bass monitoring security cameras. Keeping the peace and a safe environment, and Report Writing
- Aug 97 – Dec 98** Lot Tech, **Voyager Corporation** – Honolulu, HI
Duties Include - General office filing, maintaining company database, payroll, Exchanging money and running errands. Other duties include washing, detailing, pickup and deliver of company/customer's vehicles to various points throughout the island.
- Volunteer** Moanalua High School Judo Coach (02, 03, 04 Season) and Halawa Gym Assistant Judo Instructor (June 02 – Present).

Education

- Aug 99 – Present** **Leeward Community College** – Pearl City, HI
Certificate of Competence in Digital Media in Desktop Publishing, date Dec 2003
Certificate of Competence in Business Foundations, date Dec 2003
Associate in Art in Liberal Arts, date May 2003
Certificate of Competence in Digital Media in Web Page Design, date May 2003
Certificate of Accomplishment in Honors Leadership Course, date Dec 2002
Certificate of Training, Royal Guard, June 2000
- Sep. 95 – June 99** **Moanalua High School** - Honolulu, HI
Certificate of Recognition for Excellence in the Language Arts

Achievements and Interests

Judo Black Belt Association of Hawaii activities (Participate, coach, assistant Instructor) (1995- Present)

References: Available upon request.