

## **My Work Philosophy**

*I believe in...*

- Honesty and loyalty in the workplace
- Being a team player
- Every customer deserves the best service possible
- Good first impressions

## **Three-Year Career Goals**

- To continue to educate myself in the latest computer office programs and to be able to possess a working knowledge of them.
- To continue my education and receive an Associates degree.
- To use my skills and education to obtain a position as office manager in two years.