

Justine Lynn Fisher

3497 South Loomis Road, Mount Pleasant, MI 48858
(989) 506-1568
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EDUCATION

Shepherd High School | 100 East Hall Street, Shepherd, MI 48883

September 2012-June 2016 Diploma

- Courses focused on college preparatory such as Business Technology, Civics and Economics, English, and Math.

Mid-Michigan Community College | 2600 South Summerton Road, Mount Pleasant, MI 48858

January 2013-May 2016 44 College Credits

- Completed courses such as Accounting 201, Speech 101, Math 124, and Political Science 201 for the Michigan Transfer Agreement.

EXPERIENCE

Mid-Michigan Community College | 2600 South Summerton Road, Mount Pleasant, MI 48858

Science Center Tutor February 2016 – Present

- Responsible for assisting students seeking help with homework and studying in the Science Center.

Shepherd High School | 100 East Hall Street, Shepherd, MI 48883

Office Aid March 2016-Present

- Assisted with basic office duties, such as answering phones, filing paperwork, delivering mail, and maintaining the office.

MTW Performance and Fab LLC | 706 West Pickard Road, Mount Pleasant, MI 48858

Secretary/Laborer June 2014 – August 2015

- Duties were office work, including filing paperwork, creating invoices, balancing checkbooks, and entering bills. Also assisting with jobs in the shop, which included cleaning/grinding materials, using the band-saw and other equipment, and taking care of scraps.