

Anthony Bolivar

Contact

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Miami, Florida 33174

Tel : 786-768-6219

Website:

www.novafence.net/aplusdesign

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Profile

Objective To obtain a rewarding position at a company where I can maximize my skills, development, and experience.

Key Skills

Proficient in the following applications, programs and software:

**Windows XP, Vista,
Seven
Microsoft Office 2003
and 2007**

HTML hand coding

**Adobe Dreamweaver
CS3,CS4**

**Adobe Photoshop
CS3,CS4**

Education

2005 to 2009 **Miami Coral Park Senior High School**
High School Diploma

In Progress **Miami Dade Community College**
Associate of Arts in Business Administration

Work Experience

Nova Fence

Web Master/ Developer

Part-time job

January 2009 to Present

- ✓ Designed, developed, and maintain website.
- ✓ Office manager. Clerical Duties
(E-Mail management, Receptionist, Invoice, Estimates)

Fence Installation Specialist

- ✓ Manufacturing, Installing, and repairs.

Accomplishments

**Future Business
Leaders of America
(Coral Park)**

Vice President

August 2008 - June 2009

District 25 Competition
Website Development 2nd place winner.

May 2009

**Business Honor
Society
(Coral Park)**

Parliamentarian

August 2008 - June 2009

**Student
Government
Association
(Miami Dade
College)**

Parliamentarian
Senator

August 2009 - Present

**Perfect Attendance
1st to 12th grade
(Proof Upon
Request)**

**Business Hall of
Fame
(Coral Park)**

Languages

English (Fluent in writing
and speaking.)

Spanish (Fluent in writing and
speaking.)

References

Ronald Montero

Nova Fence Owner and Founder

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(305) 586 2904

Business

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(305) 266 1446

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