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Office Manager

Name: _____

1. Please fill in the following chart based on your educational experience.

	Institution	City	Graduation Year
High School			
College/University			
Post-Graduate			

2. What are your biggest achievements from the above educational institutions?
What are you most proud of?

3. Please discuss your customer service experience.

4. Why are you looking to change careers?

5. Where do you want to be in 1, 3 and 5 years, and how will being involved with the TCSSC help you achieve these goals?

6. What makes you feel that you would be an asset to the TCSSC team?

7. What is the one thing that sets you apart from everyone else?

8. Please rate your experience on a scale of 1-10 for the following applications/tasks. (1 = complete beginner, 10 = master user)

Application/Task	Your experience (scale of 1-10)
Word	
Excel	
Outlook	
Adobe Professional	
Adobe Illustrator	
Adobe Photoshop	
FrontPage/Dreamweaver	
FTP	
HTML	
PHP	
MY-SQL	
Quickbooks	

9. What are your salary expectations for this job? Please be specific.