Hollyabshire0809@gmail.com ⧫ 123 Daniel St Lot 24 Crowley, LA 70526⧫ 337-250-8971

Holly Abshire

Objectives

I am seeking a position where I can utilize my skills. A position that provides me with an opportunity to apply any experience I have gained over time, to grow and to contribute in the most effective manner by being an effective team player with loyalty, respect, and commitment.

Education

South Louisiana Community College

May 16th, 2013 Technical Diploma

* Completion of cosmetology training and education

Certification

* Substitute
* Para Professional

Experience

Acadia Parish School Board ⧫ 2402 North Parkerson Ave.

337-783-3664

***Substitute*** August 2014- Present

Follow classroom lesson plan and teacher instructions, Present organized learning materials for students, Maintain daily records including attendance, test/quiz grades, and homework completion, Maintain orderly classroom with an environment that is ideal for teaching and learning, Encourage development of students in thoughtful, caring and professional manner, Assist other teachers with enforcing school rules, participating as study supervisor and hall monitor, Ensure safety students, facility and equipment in classroom, Provide individual tutoring on daily lesson plans for students having difficulty learning material.

Sign Edge USA⧫ 9005 S. LA 13

337-514-2239

***Receptionist/Administrative Assistant*** February 2015– Present

Answering calls, taking messages, fielding telephone calls, collection calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, data entry and filing.

SignKo, Inc.

⧫ 19054 Crowley Eunice Hwy Crowley, LA 70526

1-800-259-9230

Stephan Todd Kojis, Owner

***Receptionist/Administrative Assistant*** November 2014 – February 2015

Answering calls, taking messages, fielding telephone calls, collection calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, data entry and filing.

Madelynn Brooks⧫ 207 E. 5th St. Crowley, LA 70526

337-783-3322

Chasity & Ali, Owner

***Cosmetologist*** June 2014 – June 2014

Greeting customers, hair cutting, hair coloring, pedicures.

Movie World ⧫ 1506 N. Parkerson Ave. Crowley, LA 70526

337-788-2026

Tommy, Owner

***Cashier*** February 2009 – July 2009

Greeting customers, worker register, counted money, received payments, issued receipts, light cleaning duties, saved and cleaned movies, answered phone calls, and did collection calls.

Winn Dixie ⧫ 2004 N. Parkerson Ave. Crowley, LA 70526

337-785-0010

Landon, Manager

***Cashier*** August 2008 – January 2009

Greeting customers, worker register, counted money, received payments, issued receipts, light cleaning duties, helped customers, did money orders and western unions, and answered phone calls.

Acadia Rice Arena ⧫ 159 Cherokee Dr. Crowley, LA 70526

337-783-1442

Kermit, Manager

***Helper*** December 2006 – December 2009

Light office work, ran concession stand, and served customers.

Rayne Diner ⧫ 201 E. Texas Ave. Rayne, LA 70578

337-334-2026

Trey, Owner

***Hostess*** November 2006 – January 2007

Greeting customers, seated customers, served customers, waited on customers, ran a cash register, issued receipts, took orders, and answered phone calls.

Personal Skills

* Attentive, Confident,
* Conscientious, Cooperative, Dedicated,
* Dependable, Honest, Organized, Hardworking,
* Respectful, Responsible

Computer Skill

* **Microsoft Word, Microsoft Excel,**
* **QuickBooks, Shop tracker, Email**
* **60 wpm**

References

Kristal Vilardo

2026 Muskrat Rd.

Morse, La. 70559

(337)-458-1304

kvilardo@acadiana.k12.la.us

Acadia Parish School Board

Teacher

Nicole Hebert

1317 N. Ave J

Crowley, La 70526

(337)-458-1805

Nicolehebert29@yahoo.com

First National Bank of Louisiana

Teller

Nicole Simoneaux

2223 Lovell St.

Crowley, LA 70526

337-658-7869

[admin@bulkbagusa.com](mailto:admin@bulkbagusa.com)

Bulk Bag