Cassie Davis

(425)446-1205

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**Objective:** To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills

**Skills & abilities:**

* Meets deadlines
* Punctual & reliable
* Reliability
* Attention to detail
* Cash management abilities
* Perfect attendance
* Neatly organized
* Washington State Food Worker Card
* CPR certified/ HIV/AIDS training

**Education:**

Arlington High School- Arlington, WA (Sept. 2014- June 2017)

Medical certificate- Sno-Isle Tech Skills Center- Everett, WA (Sept. 2016- June 2017)

Smokey Point Institute of Dental Assisting- Arlington, WA (Oct. 2020- Jan. 2021)

Everett Community College- Everett, WA (Sept. 2019- current)

**Experience:**

Office Volunteer @ Stillaguamish Valley Senior Center- Arlington, WA (Oct. 2017- Jan. 2018)

* Clerical work

Office Assistant @ Cycle Barn- Marysville, WA (June 2016- Oct. 2018)

* Clerical work; filing, making inventory jackets; numerical & alphabetize licensing; making labels; answering phones
* Volunteered at a Coffee Shop for approximately 2 years, working at the cash register, taking payments, and helping to make drinks.
* Caregiver for my grandmother for approximately 5 years

**References:**

(Upon Request)