**SHARON A PATTEN CAPE CORAL, FL 239-220-8995**

**239-574-3335**

**EXPERIENCE:**

**Publix Cape Coral, FL 11/2017 - Current**

Bakery Clerk/Decorator Apprentice.

Bakery Clerk Duties include: Packaging baked goods, proper labeling baked goods, assisting customers, taking orders, answering phones, nightly cleaning from the days baking and decorating which typically included: cleaning off all counters, pulling the nightly “stales” for donations, filling stock, taking out garbage, etc. Decorating Duties including: assembling and decorating cakes and other sweet goods for sales. NOTE: I have not called out one single day since my date of hire, in addition to coming in a few extra days when requested.

Reason for Leaving: Cutting Hours.

**All Day Bouncers, LLC Cape Coral, FL 02/2004-10/2017**

Owner and Manager

Self Employed Owner of a Party Rental Business. Duties Included: Answering Phones, Taking Reservations, Setting up contracts, Handling Payment at Location, Working with Customers. In addition to: Safe setup of inflatables, cleaning and sanitizing inflatables, equipment maintenance. INCLUDES LIFTING 60# SANDBAGS, and tipping on end 500# vinyl rolls.

Reason for Leaving: Relinquishing business over to my children.

**Pet City Des Plaines, IL 9/90 – 3/95**

Owner and Manager

Self-Employed owner of full line pet shop. Duties included: All supervisory retail sales management and business ownership responsibilities; including but not limited to: stocking, customer service, cashier (including balancing cash register drawer and nightly deposits) Note: store had POS inventory system that required UPC input of descriptions, our costs and sale price. Other duties included: hiring, training on POS computer/register, inventory input, purchasing, inventory, cleaning, animal management, employee management, scheduling, customer service and merchandising; and some grooming.

Reason for Leaving: Closed business. I was no longer able to work 80+ hours per work week, after having children.

**Valley Animal Hospital Geneva, IL 2/88-9/90**

Small Animal Hospital trained by Dr. Lovett as a veterinarian technician, for his facility’s needs.

Office duties included: answering phones, setting appointments, taking messages, filing, sales. Animal duties included: walking dogs, cleaning cages, medicating, feeding. Grooming: Bathing dogs/cats, flea dips, brushing/dematting, shaving dog/cats, expressing anal glands, nail clipping; and complete grooms. Veterinary assistant duties included: holding animals during appointments, setting up vaccinations, fecal testing, surgical set-up, and surgical assistance. Went with Dr. Lovett to local farms to inoculate cattle, medical overviews. Additionally, went with Dr. Lovett to the local animal society to perform euthanasias, when the attending veterinarian wasn’t available.

Reason for leaving: Opened my own business.

**Larson’s Pet Center Winfield, IL 9/87 – 2/88**

Sales Associate

Duties included: Cashier, customer assistance, cleaning pet cages, stocking, labeling and general cleaning.

Reason for leaving: Dr. Lovett called and offered position; although, no application had been submitted.

**EDUCATION:**

The Learning Center Las Vegas, NV

Learning Microsoft Windows Level 1 and 2, PC Diagnostics

Community College of Southern Nevada Las Vegas, NV

Cisco Certified Networking Associate Academies

Midwest School Of Dog Grooming- Chicago, IL “Graduated”

Waubonsee Community College Wheaton, IL

Business Management Classes

Wheaton Central High School Graduated

**SKILLS:**

Typing 60+ WPM

10-Key 8000+

Microsoft Excel Intermediate Skills

Microsoft Word Intermediate Skills

Windows 7 Intermediate Skills

I am very comfortable learning new software programs.

Can safely lift up to 60 lbs.