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| Madison Edmonds  I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. | 8829 Bayberry Drive  Rancho Cucamonga, CA 91730  **(909)214-6174**  **madedmon1@gmail.com** |
| EXPERIENCEMassage Envy Spa, Ontario — *Wellness Advisor*August 2015- Present Taking inventory, updating billing, data entry, front desk, filing, able to handle multiple phone lines Target, Rancho Cucamonga — *Instocks*February 2015- August 2015 Taking inventory, driving sales, customer service, updating and filing store reports Tim Kell Realty, Inland Empire — *Administrative Assistant*January 2013- July 2015 Analyzing data, scheduling, organize and prioritize emails, performs desktop publishing and presentations, maintains filing system Target, Rancho Cucamonga — *Hardlines*August 2014- February 2015 Presentation, customer service, attention to detail in zoning EDUCATIONChaffey College, *Business Management*August 2015- PresentRancho Cucamonga High School, *HS Diploma*August 2009- May 2014 Peer Counselor all four years learning how to deal with all types of personalities, as well as how to think outside the box in different situations. | LINKEDIN <https://www.linkedin.com/pub/madison-edmonds/bb/572/b58> SKILLS Front Desk  Customer Service  Computer Literate  Time Management  Organizational  Reliability Volunteer **Hillside Community Church** (2011-2014)  **GAP Food Bank** (2011-2014)  \*References upon request |
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