

SUSIE RUFUS
9930 SW Halite Ct.
Beaverton, OR 97007

susie.rufus@gmail.com
972-207-5087

Objective

To become a valuable asset to within a thriving company, where I can use my knowledge and skills to advance my career goals. I am a motivated worker with excellent attention to detail, with skilled knowledge of MS Office; including Word and Excel. My experience in software support has made me adept at learning new systems. I have an outgoing positive attitude with management, my co-workers and customers. I am a multitasker with the flexibility to calmly respond in all situations. I have extensive experience in customer relations through retail, restaurants, banking and software support.

Experience

Sales Associate, Macy's Stonebriar Centre - Frisco, Texas 2013
Ready-to-Wear Sportswear, Housewares and Juniors Departments.

Substitute Teacher, Wylie ISD Wylie, Texas 2008-2012
Substitute teacher for all Primary and Secondary grade levels.

J. C. Penney Corp Inc. Dallas, Texas 1993-2002

Store Systems Hotline: Supported payroll software issues for 1200+ retail stores, in addition to all other software installed in POS systems. Hardware Install Team duties included new-store hardware and software set-up with documentation writing and proofing. Achieved both Level I and II tiers. Assisted as HR liaison for Store Systems Hotline employees in time-keeping, vacation and personnel matters as the secretary to the immediate manager.

Hampshire First Bank - Nashua, New Hampshire 1991
In-Bound call center for credit card inquiries and cancellations.

Education

University of Texas at Dallas — Literary Studies Major, 2012

Penn Foster College — Veterinary Assistant Certification of Companion Animals, 2003-2005

Brookhaven Community College — Associate Degree in Business Administration, 1980-1993

from the desk of

«FIRST»

«Address»

I enjoy camping, hiking, sewing, reading, cooking, and spending time with my husband and twins.

«LAST»

Referrals

Available upon request

address

«Address»

«Address», «Address» «Address»

tel «Phone»

fax «Phone»

url «URLs»