

M A R I S S A M . P A G E

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Career Objective

I would like to obtain a position within a thriving company that can challenge, utilize, and develop my knowledge foundation, all the while becoming a valuable asset to the company. I have earned a Bachelor of Science Degree in Psychology from Washington State University. I plan on using my degree to set forth toward my long term goals.

Education

- ✚ **[2007] Associates of Arts Oregon Transfer Degree (AAOT) Degree, 1ST year of prerequisites**
Clackamas Community College - Oregon City, Oregon
 - Achievements: Forensic/Speech & Debate Scholarship 2007
 - ✚ **[2008 & 2009] AAOT Degree, 2ND and 3RD year of prerequisites**
Chemeketa Community College - Salem, Oregon
 - Core Studies: Organic and Biological Chemistry, Anatomy & Physiology
 - Achievements: Inaugural Women's Soccer Scholarship 2008 & 2009
 - ✚ **[2010 & 2011] Bachelor of Science Degree in Psychology**
Washington State University - Vancouver, Washington
 - Core Studies: Cognitive, Social, Abnormal and Developmental Psychology, General and Technical Writing
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Essential Positional Qualifications

- Outstanding customer service skills and qualities
 - Exceptional communication and writing skills
 - Well at organizing daily tasks
 - Efficient typist and 10-key
 - Alert at work environment needs and expectations
 - Proficient navigation of Windows XP, Windows Vista, and Windows 7 operating systems
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Work Field Experience

- ✚ **Shift Supervisor [July 2010 - Present]**
Wendy's Corporation - Tualatin, Oregon
 - Open and close store location for daily operation
 - Manage and supervise store employees to meet store day to day goals
 - Regulate and maintain store labor hours, inventory log, and service level agreements
 - Resolve and communicate customer needs and requests
 - Review monthly business statistics to maintain service level agreements
 - Compose and reply to internal corporate and external customer e-mails
- ✚ **Kennel Assistant [February 2007 - September 2008]**
Northwest Veterinary Specialist - Clackamas, Oregon
 - Edited and organized secretary area in addition to responsibility for filing patient charts
 - Assisted veterinary technicians to maintain clean and sterile operating rooms
 - Responsible for cleaning animal kennels, as well as daily care for hospital patients
- ✚ **Janitorial Staff [May 2005 - August 2005]**
Fred M. Jensen Janitorial Company - Portland, Oregon
 - Cleaned and maintained office spaces
 - Responsible for reporting back to supervisor on cleaning project progress
 - Gained experience and responsibility working individually and as part of a team