

EVEONNE R HARPER

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LA GRANDE OR 97850-2329
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Experience:

SCENTUAL CREATIONS, LLC

LA GRANDE, OR (Nov 2011 to Sep 2013)

DIRECTOR/OWNER/OPERATOR

Product Marketing and Sales Research, Business Plan Creator, Project Coordinator, Account Specialist, Clerical Duties, Accounting, Sales, Shipping and Receiving, Web Page Design, Communicate Effectively in Verbal and/or Written Form, Establish, Build, and Maintain Strong Business Relationships, Stay Current on State and Federal Laws and Business Procedures and Practices, Filing, Printing, Typing, Faxing, Copying, Creating Documents, Maintain Records, Complete and Submit Various Applications and/or Forms

HOT LAKES HOTEL

LA GRANDE, OR (Jul 2011 to Sep 2011)

SERVER/PREP COOK

Food Prep, Cutting, Slicing, Washing Dishes, Mop, Sweep, Food and Beverage Server, Hostess, Cashier, Take Reservations, Set up Lunch Cold and Hot Buffet Tables, Take down Lunch Buffet Table, Use Safe Food Handling Techniques, Customer Service, Follow Directions, Maintain Clean and Safe Working Environment, Clean and Set Tables,

MOYS DYNASTY

LA GRANDE, OR (May 2006 to Aug 2009)

BARTENDER/ WAITRESS

Waitress, Hostess, Money Management, Liquor Inventory and Ordering, Customer Service, Oregon Lottery Kiosk, Mix and Serve Beverages, Take Customer Food Orders, Demonstrate Oregon Rules and Regulations Regarding State Food and Liquor Laws, Sanitizing, Teach and Explain Lottery Games,

MCDONALDS

LA GRANDE, OR (Nov 2005 to May 2006)

CASHIER

Open and prepare store for business, Prep food, Maintain sanitary procedures, Greet customers, Take customer orders, Keep a balanced till, Cook food, Provide customer service, Work in fast paced environment while multi-tasking

HELLS CANYON INN

HALFWAY, OR (Jan 2003 to Oct 2005)

WAITRESS/BARTENDER

Waitress, Money Management, Customer Service, Dish Washing, Bartender, Customer Service, Answer Phone, Take Food Orders, Food and Beverage Server, Mix and Serve Alcoholic Beverages, Food Prep, Light Cooking, Cashier, Wash Dishes, Stock Beer Cooler, Make Dressing, Make Salads, Sweep, Mop, Clean and Stock Bathrooms, Follow OLCC Rules and Regulations, Maintain Oregon Strict Food Service Guidelines, Rules, and Regulations

SORRENSEN and ASSOCIATES

TROUTDALE, OR (Jun 2001 to Nov 2001)

MARKET RESEARCH

Cold calling, Scheduling, Dictate Detailed Information Over Phone, Note Taking, Maintain Professional Standards During Consumer Contact, Communicate Clearly, Answer Questions, Take Complaints and Refer to Proper Channels, Read from Script, Schedule Appointments, Follow up, Cold Calling

ROOMSTORE FURNITURE

ROCKWOOD, OR (Sep 1999 to May 2000)

CLERICAL

Answer multi-line phone system, Customer service, Data entry, 10-key, Cashier, Bookkeeping, Filing, Evaluate credit reports, Operate various office machines, Make deposits, Manage office,

DESIGNER BRANDS ACCESSORIES

TROUTDALE, OR (Jan 1996 to Jan 1998)

Sales Associate

Conduct Inventory Projects, Customer Service, Cash Handling, Re-Stock Merchandise, Answer Phone, Organize Merchandise, Greet Customers, Cashier, Vacuum, Clean and Dust Wall and Floor Displays, Set Display Cases, Assist with Deposits

Education: **Associates in N/A.** Minor in A.A.S Paralegal Program
Portland Community College; Portland, OR; May 2014

Post Secondary Coursework in Liberal Studies. Minor in Business
Eastern Oregon University; La Grande, OR

Post Secondary Coursework in Associates in Business. Minor in General Education
University of Phoenix (AXIA Online); Distance Education Program, AZ

Licenses & Certifications: Food Handler's Card
OLCC Service Permit

Miscellaneous: Hells Canyon Chamber of Commerce Project Manager- Responsible for contacting local business owners in Baker Oregon and ask for donations to raise money. To date my project is the most successful fundraising event of it kind in chamber history.

Many of the positions I have held in the last 10 years have required special certifications and licensing through the state of Oregon. Strict guidelines and procedures are implemented and monitored by specific department and state inspectors. I have always maintained and stayed current with rules, licensing, procedures, regulations, and certifications which are a requirement to obtain and maintain employment in these fields.