

Jessica Ard  
3559 SW 125th Ave.  
Beaverton, OR 97005  
(231)881-6680  
medusamamma@gmail.com

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## **OBJECTIVE**

I would like to have a job as an Assistant or Receptionist. I love working with people, and I love working with computers and doing paperwork.

## **SUMMARY OF QUALIFICATIONS**

I work great with people, I learn quickly with new things. I'm always in a good mood. I work great on a cash register and on computers! If there is something I don't know I pick it up fast. Always ready and willing to learn new things. Great working in busy/highly stressful situations.

## **EXPERIENCE**

### **Sales Associate**

Karen's Uniforms, Petoskey, MI  
06/2012 to 02/2013

Run register, take orders in store and over the phone, open and close the store, do deposits and take to bank, check orders in and put away.

### **Head Cashier / Apparel Manager**

MC Sports, Petoskey, MI  
09/2008 to 06/2012

Run cash registers, Put orders away. work with multi. phone lines. Send orders out. In charge of the apparel dept., rearranging and straightening, organizing and cleaning. Merchandising apparel.

### **Assistant Manager**

Peebles, Petoskey, MI  
10/2007 to 09/2008

I opened and closed the store when needed. I did daily paperwork and deposits and took them to bank. I ran cash register and computers. I did scheduling. I worked with multi. phone lines. Checked shipments in, and was the manager when she wasn't there.

### **Assistant Manager**

Derrer Oil Company, Petoskey, MI  
06/2005 to 10/2007

I open the store a few times a week. I run the cash register. I check in orders when they come. I do the deposits for each day and take them to the bank. I also do all the paperwork for each day.

**Hostess**

J.W. Filmores, Petoskey, MI

08/2004 to 06/2005

I ran the cash register, I sat people and got them drinks. I bussed tables and reset them. I opened the restaurant 3 to 4 times a week. I helped waitress when needed.

**Cashier**

Petoskey Marathon, Petoskey, MI

06/2003 to 08/2004

I Ran the cash register, Checked in our orders every week, Stocked shelves, worked with intercoms.

**Cashier**

J.C. Pennys, Petoskey, MI

06/2001 to 12/2002

I ran the cash register. Straightened shelves, checked in shipments, ran the catalog department. Made orders on the computer for people. Checked orders in, handled muti. phone lines.

**EDUCATION & TRAINING**

General, General, Petoskey High School, MI