

Megan Kasper

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Education

<u>Northern Arizona University</u> BAS Social and Community Services <ul style="list-style-type: none">- Graduated Cum Laude- Golden Key International Honour Society Member	Flagstaff, AZ	May 2010-Dec 2011
<u>Yavapai College</u> Associate of Arts with Honors	Prescott, AZ	Jan 2008- May 2010
<u>The University of Puget Sound</u>	Tacoma, WA	Aug 2007- Dec 2007

Work Experience

<u>Peas In A Pod Nanny Agency</u> Administrative Assistant <ul style="list-style-type: none">- Assisted with nanny application reviews and placements- Conducted reference verifications- Prepared reference and other application documents	Scottsdale, AZ	March 2012-Feb 2013
<u>Pier 1 Imports</u> Sales Associate and Sales Leader	Prescott, AZ	Sept 2010- Feb 2012 Dec 2007- May 2010 March 2007-Aug 2007
Customer Service <ul style="list-style-type: none">- Provided excellent customer service to customers in the community- Assisted associate team in providing exceptional and consistent customer service Administrative <ul style="list-style-type: none">- Responsible for balancing funds and preparing daily deposits- Performed store opening and closing procedures- Correspondence using Microsoft Outlook- Excel Data Entry- Office organization and record filing Management <ul style="list-style-type: none">- Responsible as the manager on duty to oversee operations and associate team- Assisted with new associate training and new management training		
<u>Footework Auto License and Title Service</u> Retail Title Clerk	Prescott, AZ	June 2010- Sept 2010
Customer Service <ul style="list-style-type: none">- Provided efficient, consistent, and friendly service in response to customer needs		

Administrative

- Daily QuickBooks use
- Answered and directed customer phone calls
- Excel data entry
- Filing and computer work
- Till management and cash handling

The University of Puget Sound
Admissions Assistant

Tacoma, WA

Aug 2007- Dec 2007

Administrative

- Prepared and organized outgoing university admissions department mail
- Assembled admissions brochures and student information packets

Volunteer Experience

'Tis Art Center and Gallery
Grant Writing Assistant

Prescott, AZ

Oct 2011- Jan 2012

- Assisted in writing a grant for the 'Tis Art Center and Gallery
- Learned about the grant writing process
- Assisted in researching grant guidelines
- Wrote informational content
- Reviewed final grant and editing process

Tivoli Soccer Club
U 12 Girls Assistant Soccer Coach

Prescott, AZ

Sept 2005- May 2007

- Oversaw and assisted with weekly practices and games
- Participated in team fundraisers
- Coordinated team activities with head coach

Children's Center of Prescott
Classroom Assistant

Prescott, AZ

May 2003 – May 2005

- Worked in the classroom and assisted with daily activities
- Helped to prepare materials and maintain classroom
- Helped with parent pick-up and drop-off