**Belinda Jackson**

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| PO Box 40804 Portland, OR 97240 (503) 449-6913 | |
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Date Available For Employment: 6/1/2012

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| **Education** | | | |
|  | **6/2012 to 4/2012** | **Portland Community College** - Portland, OR USA Standing: Sophomore/2nd Year Pursuing: Technical in Web Design Intended Graduation Date: 12/2012 |  |
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| **Employment History** | | | |
|  | **2/2008 to 1/2010** | **AppleOne Temporary Agency** - Portland, OR USA **Customer Service** Supervisor: Michelle Best Contact Phone: (503) 279-8893  Job Description: Customer Service within a call center environment |  |
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|  | **7/2004 to 10/2007** | **Oregon Public Broadcasting** - Portland, OR USA **Volunteer** Supervisor: Dana L Contact Phone: (503) 244-9900  Job Description: Fundraiser Rep/Audience Service Clerical support. Skills Used:   |  |  | | --- | --- | | • | Clerical | | • | Typing | | • | Customer Care |   Duties Performed:   |  |  | | --- | --- | | • | Customer Support | | • | Email Response | | • | Telephone Fundraiser |   Achievements During This Employment Period: The Joy of being a volunteer This Position Ended Because: Family Illness |  |
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|  | **10/2002 to 3/2007** | **Customer Service Rep** - Hillsboro, OR USA **Customer Service Rep** Supervisor: Kris Moore Contact Phone: (800) 547-1160  Job Description: Customer Support coordination of high-end catalog orders, Credit Card Transaction Sales Skills Used:   |  |  | | --- | --- | | • | Sales | | • | Customer Care | | • | Clerical |   Achievements During This Employment Period: Customer Sales Rewards This Position Ended Because: Company Relocations |  |
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| **Skills** | |
| **Office Skills & Software** | |
|  | • Microsoft Access (Level 2: Advanced) |
|  | • Microsoft Excel (Level 2: Advanced) |
|  | • Microsoft Outlook (Level 3: Expert) |
|  | • Microsoft Word (Level 3: Expert) |
|  | • Multi-Line Phone Systems (Level 3: Expert) |
|  | • Typing (Level 2: Advanced) |
| **Graphics/Publishing Skills & Software** | |
|  | • Adobe Dreamweaver (Level 2: Advanced) |
|  | • Adobe Fireworks (Level 1: Proficient) |
|  | • Adobe Flash (Level 1: Proficient) |
|  | • Adobe Photoshop (Level 2: Advanced) |
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| **Professional References** | | | |
|  |  | **Michelle Best - Manager, AppleOne Temporary Agency** Phone Number: (503) 279-8893 Professional Relationship: 2/2007 to 1/2011 Description/Notes: I am a registered representative with AppleOne and I have had contact with Michelle and other Managers. |  |
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|  |  | **Victorial Morgan - Audience Service Manager, Oregon Public Broadcasting** Phone Number: (503) 244-9900 Professional Relationship: 7/2004 to 10/2007 Description/Notes: During my volunteer period with OPB as a clerical support person for Audience Services. |  |
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