Martrice Stidum

13807 SE Stark

Portland, Or 97233

503.332.8273 (Cell)

[mstidum@live.com](mailto:mstidum@live.com)

Please consider me as I feel my skills and years of experience make me a very strong candidate for this position. I am a very dependable, outgoing, fun and loyal worker seeking stable employment to support myself and my family. Again, please consider me and you won’t be disappointed. Thank you!

Experience:

Speedy Car Dealers

Jan 2002- Jan 2012

Troutdale, OR

Office Manager and Receptionist

\*Answered 12 line phone helping customers, taking messages, and transferring calls.

\*I handled all sales of items in our store utilizing a cash register.

\*I processed all dealer sales contract using Microsoft Office and our company intranet system. This company was recently sold.

All about Travel

Jul 2000-Sep 2001

Hawaii Sales Reservations Agent

Tigard, OR

\*In this fast paced call center I answered 200+ calls per day using an auto dialer to book airfare, hotel, rental cars, and tours for people going to different islands of Hawaii.

\*I toggled through six different computer systems also using an auto dialer.

\*I earned two trips to Hawaii within one year of employment.

Unfortunately I was laid off September 29th 2001 due to the tragedy that took place in New York on September 11th 2001.

Bank of America

Jun 1998 - May 2000

ATM Processor/Cash Handler

Portland, OR

\*I processed all checks that were deposited daily at all Bank of America Oregon locations.

\*I was trained to process all cash deposits that were deposited at all Bank of America locations within one month.

\*I learned 10 key by touch rather quickly.

\*I learned how to help and satisfy customers without seeing or speaking with them.

This was part time employment while attending school. I soon after decided to further my education.

Education & Skill:

\*Cleveland High School, Portland, OR - Diploma 1998

\*Clark College, Vancouver, WA - 2 years completed, no degree earned

\*15 years customer service experience

\*Expert phone presence.

\*Type 35+ WPM

\*Microsoft Office Suite

\*Great multitasking skills, and very outgoing.

References are available upon request.