**Cynthia Jackson 1071 SE Kane Drive Portland, Oregon 97080**

**Cynjac87@inbox.com**

Objective: To obtain a position that will enable me to advance in my career, as well as, learn and achieve my goals.

Education: **Tongue Point Job Corp, Astoria, OR, 11/04-03/05**

Completed GED and Vocational training in receptionist/ secretarial fields.

**Clover Park High School, Lakewood, WA, 09/03-11/04**

Basic high schools courses. I also art, photography, and band as extracurricular activities.

Work History: **Kamino Logistics, Renton, WA, 10/07-11/07**

Picked and packed merchandise for Lulu Lemon Athletics, recorded inventory with input gun and created invoices for shipping orders.

**Seattle Chocolates, Seattle, WA, 10/07-10/07**

Packaged chocolate coming down production line in chocolate factory.

**University of Puget Sound, Tacoma, WA, 09/07-10/07**

Worked as kitchen aide along with crew. Prepared and served meals to college students. Clean and sanitized my areas.

**American Port Services, Sumner WA**

Loaded and unloaded trucks for Target merchandise, also verified orders on invoices with input guns.

**Chamber of Commerce, Tacoma, WA, 3 week assignment June of 2005**

Filed papers for economic development board, on-line research tasks, phones, mail, newsletter.

Employment agencies worked for: Winstaffing, Remedy, Addecco, Laborworks, Opti Staffing

**McDonalds, Lakewood, WA, 12/03-07/04**

Worked as an entry-level sales associate. Completed duties which included, food preparation and assembly, sanitizing stations, cashier services, and order taking.