Skills and Abilities

## Organizational/Management

* Prepared weekly inventory reports
* Organized kitchen utensils and products for a 2 year foods class
* Managed a stores till
* Cleaned day care

## Customer Relations

* Sales floor assistance
* 4 years of babysitting experience with other families
* Served food to over 1000 kids in 6 weeks for a summer camp day job
* Assisted in serving food to costumers
* Assisted in stocking shelf’s with products for Safeway
* Assisted in making Price Tags for food products for Safeway
* Filed Documents for an insurance company
* Filed Invoices and Service calls
* Till counting
* Looked after 18 kids at once for day care

## Communication

* WPM 77 including 10-key
* Multi-Line Telephones (cisco)
* Transfer, Conference, Screening
* Outlook (desktop and web based)
* Computer application: word, excel, power point

Education

Franklin High School– Portland, Oregon

High school Diploma, 2010

Mt. Hood Community College – Gresham, Oregon

Associates of Applied Science & Office Certificate, 2013-In progress

Experience

Professional Experience

Dollar Tree, 06/10 to 02/12, Sales Associate

Cashier, Recovery, Organization, Cleaning

Part-Time

Professional Experience

Taco Time, 06/09 to 10/09, Team Member

Cashier, Order Taking, Drive Thru, Customer Service, Make line

Part-Time

**Professional Experience**

Elmer’s, 06/08 to 11/08, Hostess

Cashier, Seating, Organizing, Cleaning, Greeting

Part-Time

**Volunteer** **Experience**

Paws Clinic

Assisting in animal care, Organization, Clinic run through, Paper work