**Flora Frank**

11561 SE Morrison Street

Portland, OR 97233

(541)460-2922

**Objective:** An entry-level position in the Clerical field, with opportunity for advancement.

**Experience:** Kah-Nee-Ta High Desert Resort & Casino Warm Springs, OR

**Cage Cashier** May 2010 to June 2010

Greet and assist guest, customer service, accept and stamp slot tickets, add up total of tickets with 10 Key-by-touch, count back exact change, verify currency, balance impress bank at beginning and end of shift, experience in working in high security area.

Wildhorse Resort & Casino Pendleton, OR

**Guest Service Representative** April 2009 to May 2009

Greet and assist guests, check the guest in/out of Hotel, data entry, accept payment via: cash, credit/debit card, gift certificate, answer multi-line phones, accept reservations, balance till at beginning/end of shift, assist housekeeping as needed.

Wildhorse Resort & Casino Pendleton, OR

**Housekeeping** February 2009 to April 2009

Clean rooms, dust, vacuum, scrub floors, shower and toilets, fix beds, help in laundry room folding sheets/towels, replenish coffee, toiletry, assist guests as needed.

DePaul Industries Portland, OR

**Office Specialist 1** April 2007 to July 2007

Answer and route multi-line phone calls, greet and assist clients visiting office, date stamp & route daily mail/incoming facsimile to appropriate employee in a timely manner; make preparations for moving of office location: assemble boxes, sort through all office supplies and file drawers, pack items in sequence of office sections (office specialist II, supply room, common area, etc), label boxes in accordance with Willamette Express Inc. mover guide. Upon completion of move: have the knowledge and understanding of the Oregon Youth Authority procedures to organize and set up a new office, unpack all boxes and arrange all client files, help set up and assemble video conference room, common area and office specialist II offices, assemble clients new file, maintaining and store terminated files, maintain conference room reservation log, assist other administrative staff and/or Parole/Probation officers as needed.  
  
Plaid Pantry Portland, OR

**Retail Clerk** August 2006 to January 2007

Greet and assist customers in a polite manner, scan each items barcode to be purchased, if no barcode available manually enter price of item, accept payment via: cash, credit/debit card; count back the exact change to the customer, print money orders and lottery tickets purchased, count and balance till at the beginning and end of each shift, keep record of lottery scratch-it tickets sold daily, stock merchandise on shelves and face neatly, refill coffee and fountain drink dispensers as needed, maintain cleanliness of store and parking area, abide the State law and ID customers purchasing alcohol and/or tobacco, count can/bottle returns and pay-out exact amount for returns, print out statistical reports at finish of graveyard shift.

**Education:** Everest College Portland, OR

**Bookkeeping** 2006

**References:** Available upon request