**JANE HAWKS**

**12784 NW Millford**

**Portland, OR 97229**

**(503) 614-8385**

**Career Objective**

To benefit a fine organization with my experience and ability while fostering professional growth and challenge

**Summary**

Strong organizational, communication and language arts skills; excellent customer service; telephone, computer, office equipment; efficient, reliable, attention to detail, and extremely trustworthy, enjoy people and work well as a team player or independently; decision maker.

**Professional Experience**

While employed in the temporary office business I performed the following duties:

* Front desk receptionist
* General office clerk
* File clerk
* Customer service

**Education**

School of Continuing Education, Fullerton California

Certificate- Administrative Assistant, August 2012

Physical Therapy Aide- 2011

Fullerton College-2003

**Employment History**

Customer service at Stein Mart, Yorba Linda, CA 2007-2009

Sales Associate at Mervyns, Fullerton, CA 2005-2006

Office Temp for Apple One, Brea, CA 1998-2002

**Activities/ Honors**

Employee of the month at Stein Mart

Loss prevention award at Stein Mart