**Peggie Putman**

11444 SE 90th Ave Apt 1333

Happy Valley, OR 97086

Phone: (417) 396-9381

[crackping@hotmail.com](mailto:crackping@hotmail.com)

**Objective:** To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people in the community.

**Work Experience:**

04/14/2005-Present **The Olive Garden** Portland, OR

Joplin, MO

**Server, Hostess, To-Go Specialist**

\* On a daily basis I greeted guests, and assisted them with seating needs.

\* Helped to maintain a clean and orderly dining room for Total Quality.

\* Served guests and took orders.

\* Answered phones, assisted guests with general questions, took phone orders.

\* Helped managers with reference checks, grading personality tests.

\* Key member of Hospi Committee and Safety Committee.

05/16/2006-10/24/2006 **JC Pennys** Springfield, MO

**Sales Associate**

\* Assisted guests with their needs.

\* Handled cash and used the register.

\* Kept stock room organized and clean.

08/15/2003-06/20/2004  **HomeTown Buffet** Portland, OR

**Host, Janitor, Mascot, Line Server**

**\*** Greeted guests.

\* Cleaned restrooms and dining room.

\* Maintained food bars and re-stocked food when needed.

\* Handed out balloons, brought business to the restaurant, visited the elderly, and schools.

06/1/2002-06/1/2003 **Sundstrom and Associates** Portland, OR

**File Clerk, Office Assistant**

**\*** Filed patient records

\* General office work

**Peggie Putman (continued)**

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**Education:**

09/29/2010-Present **Clackamas Community College** Oregon City, OR

\* Pursing 4 business certificates

\* Marketing, Retail Management, Business Management, and Supervisory Training

08/15/2004-12/31/2006  **Ozark Christian College** Joplin, MO

\* Took general religious classes

\* Wanted to pursue a teaching degree

09/1/1999-06/15/2003 **Canby High School**  Canby, OR

\* General Education classes

\* Graduated with 2.7 GPA

**Certifications:**

\* Food Handler’s Card

\* OLCC Card

**References are available upon request**