**Nancy Young**

4210 NE 125th PL Portland or 97230 503 257-2588 home [nancyyoung1953@yahoo.com](mailto:nancyyoung1953@yahoo.com)

**Summary of Skills**

* Customer service associate working in retail with over four years experience working in food service, balancing cash drawer in handling money transactions, taking customers orders, stocking, inventory, taking catering orders.
* As a recent graduate studying in Bachelor of Science in Legal studies who has acquired strong leadership skills that focus on work history and deliver projects on a timely manner through Legal research and analysis, and Legal technology.

**Education**

**Bachelor of Science in Legal studies,** Kaplan University March 2012 Deans List GPA 3.40

**Associate of Business in Administration,** Heald College Dec 2008 Deans List GPA 4.00

**Associate of Sales and Marketing**, Eden Prairie, Minnesota May 2009 Honors award, Deans List,

GPA 4.00

**Relevant Courses**

Legal Ethics, Legal Analysis and Writing, Legal Research, Legal Technology, Introductions to Law

**Computer Skills**

* Microsoft Word, Power point, Excel, LexisNexis, Outlook, Corel WordPerfect
  + - * + **Experience**
* **Customer Service Associate** 2008-present

**Quality Food Center**, Portland, Or

* **Certified Nurse Asst. Unit Secretary** 2005-2008
* Monitoring sales and cash flow activity, creating employees safety plans to preventing accidents on the job.
* To creating employee improvement programs when unable to perform their daily required job duties
* Stocking incoming products to prevent overflowing, scanning products to lower price to sell products

**Package Handler** Feb 2008-May2008

**Fed Ex Ground**

* Unloading Fed ex trucks of United States mail and packages, having connections with outside lend
* Having connections with outside lenders and operators within the company

**Affiliations**

E Legal, E Legal Recruiters, Linked In, Kaplan Alumni