**Rachael M. Cabe**

235 25th Street SE  Salem, OR 97301

Cell Phone: 541.206.7948

Email: rachael.cabe@yahoo.com

**Objective:**  Self-motivated worker who would like to obtain a position within your organization that will enable me to use my strong organizational skills, educational background, and ability to work exceptionally well with a diverse population of people.

**Special Skills**

* Medical Terminology
* Data Entry
* Microsoft Office Applications
* Graphic User Interface
* Point of Sale
* Multi-Line Phone Systems
* Exceptional Customer Service Skills
* Strong Time Management Skills
* Balancing of Tills
* Bank Deposits
* Safe Drops
* Order Processing
* Inventory Control
* Stocking
* Pricing
* Invoice Verification
* Displays
* Stock Rotation
* Opening/Closing Key Holder
* Front Counter Sales
* Strong Organizational Skills
* Correspondence
* Conflict Resolution

**Education**

*2012*  Linn-Benton Community College

Associate of Applied Science Degree – Polysomnography Technologist – To Be Completed June 2014

*2007* Pioneer Pacific College

Associate of Applied Science Degree – Legal Studies

Honors Graduate

**Work History**

*2009-2011* Haute Catering Eugene, OR

***Catering Assistant***

Followed food safety guidelines and maintained hygienic and safe conditions for work areas in an efficient and orderly manner, prepared kitchen tools and equipment, shopped for items, assisted in the preparation of cuisine for assigned catered events, served food and assisted in making sure that all food and beverages ordered were delivered in accordance with the times and quantities stipulated for the event, monitored the serving stations during the meal courses for sufficiency, coordinated with other teammates for quick and efficient services, set up equipment, furnishings, food service ware and décor for all catered events, stored and secured all catering equipment, linens, dishes and glassware.

*2009- 2010* Royal Caribbean Cruises, LTD. Springfield, OR

***Royal Resolutions Specialist***

Sold cruises to travel agents, handled resolutions calls from the reservations and special services departments, worked in a supervisory capacity over the reservations departments, assisted agents to resolve any issues or conflicts with customers by supplying that agent with the information necessary to resolve their call or taking it over entirely in the essence of expedience, and going over and responding to correspondence.

*2001-2009* 4J NATIVES Program Eugene, OR

***Volunteer***

Worked with the coordinator on special projects, reception work, answered the phones, photocopied, faxed, entered data into the computer system, filed, assisted with tutoring activities, fundraised for summer camp, worked as a camp counselor at NATIVES camp, worked in the food booths serving and making food at events as well as camp, and handled cash and checks for those same events.

*2006-2008* The Cleanery Eugene, OR

***Front Desk Clerk***

Provided exceptional customer service for customers dropping off and picking up clothing, retail sales, answered the phone and handled the cash register and debit card transactions, balanced the register at the end of shifts, put together the store deposit, made deliveries between store locations, key holder, opened and closed the store, and worked shifts primarily alone.

*2005-2006* Harry & David’s Eugene, OR

***Customer Service Representative***

Worked in the Eugene call center taking incoming calls from customers placing orders and handling customer complaints and resolutions. All the customer data from the transactions was then entered into the company’s GUI database.