Whitney Bertrand

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OBJECTIVE

To utilize my knowledge and experience with the intent of learning in a professional setting with the opportunity for challenges and career achievement, while gaining knowledge of new skills and expertise.

SKILLS PROFILE

* Proficient in Microsoft 2003, 2007 & 2010; Word, Excel, and Powerpoint
* Providing excellent customer service in high volume situations
* Proven relationship builder with excellent interpersonal skills
* Exceptional listener and communicator who effectively conveys information verbally and in writing

EMPLOYMENT HISTORY

* Receptionist: Temporary June 2009-October 2009

*Kelly Services, Beaverton OR*

* + Uploading documents
  + Data entry
  + File transfers
  + Scan, rename, and make sure document is in correct site folder
* Office Assistant: Temporary September 2008-January 2009

*Northwest Supermarket Holdings, Beaverton, OR*

* + Data entry
  + File transfers and uploading documents
* Sales associate: Seasonal October 2007-Febrauary 2008

*Hallmark Goldcrown, Tigard, OR*

* + *Assisting customers with questions, merchandise selection, and finalized sales*
  + *Mentoring new hire; Provide guidance with on floor training*
  + *Performing walkthroughs in individual departments making sure merchandise is well organized*
  + *Filling merchandise when running low and putting out new merchandise in on the floor*
  + *Assisting customers in high volumes*

EDUCATION

Medical Assisting

Portland Community College, Portland, OR