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| Beverly A. Birch  5873 Lake Resort Terrace  Chattanooga, TN  (423) 355- 4594      Education  North Plainfield High School   2002 to 2006    Experience  **Chase Professionals** *Dayton, TN*  *Production Worker May 2011 to present*   * Assist in adding parts on an assembly line * Check all parts for anything broken or damaged * Keep track of parts to have them in the correct area   **Express Employment** *Chattanooga, TN*  *Gown Folder March 2011 to May 2011*   * Inspect surgical gowns for any stains or rips * Fold gowns at a consistent speed * Place them in correct area   **Holiday Inn***Somerset, NJ*  *Front Desk Representative                                       May 2007 to September 2009*   * Check guests in and out * Enter guest's information into personal profiles * Answer multiple phone calls * Assist guests with any problems they may have * Send and receive credit card authorization forms * Take payments for banquet halls * Count cash drawers each day * Sign for incoming and outgoing mail * Drive guests to their jobs in our company van   **Gertrude Hawk Chocolates***North Plainfield, NJ*  *Cashier November 2004 to April 2008*   * Assisted and greeted customers * Cashier * Stocked floor * Answered phone and took orders * Set up store displays * Inventory |
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