Taylor Calhoun

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Summary of Qualification:

Hard worker, accurate, eager leader, works well under pressure.

Excellent organizing, multi-task and problem-solving skills.

Excellent communication skills both oral and writing in English language.

Able to complete tasks in a timely manner.

Experience and Skills:

Sales, customer service, housekeeping, 60+/wpm typing, Fast Learner, supervision, restocking and inventory.

Work History:

Body, Mind and Soul, LLC: Receptionist/Administrative Assistant. Portland, OR. (06/2007-09/2010)

Albina Early Head Start: Volunteer Daycare Worker. Portland, OR. (10/08-03/10)

Education:

Thomas Jefferson High School (HS Diploma) 2010

References: are available upon request.