Carrie Hartley

427 SW 5th St., Apt B, Corvallis, OR, 97333

(503) 621-2195

carrie.clmusic@yahoo.com

SKILLS

\* Computer skills, cashier training, sale’s training, having worked in very fast-paced working environments, can mulit-task extremely well, washing dishes, preparing food, bussing tables, answering phones, ability to learn new computer programs, typing, phone skills, love talking to people, focused, determined, energetic, have excellent math, reading, and writing skills, good communication skills both written and verbal.

EXPERIENCE

Oregon State University

1500 Jefferson Way, Corvallis, Oregon 97331

Student Technology Services- Information Services September 2012- April 2013

\* Responsible for providing "quick help" computer support to OSU faculty, staff, and students. Must have basic knowledge of computer, mobile device and software problems and provide answers to questions. Must have good typing, writing, and reading skills. Operates phone on a consistent basis. Requires high level of communication skills, verbal and written.

Under Armour

Suite 580, 1001 North Arney Rd, Woodburn, OR 97071

Sales Associate February 2012- May 2013

\* Responsible for delivering the ultimate customer experience to each and every customer who visits the store.  The Sales Associates not only embody and convey the Under Armour culture and Company spirit; they are also experts when it comes to Under Armour product. Cleaning and vacuuming, dusting and washing windows. Filling racks where clothes are required, organizing, folding t-shirts. A strong understanding of cashiering is appreciated. Have strong communication skills and enjoy working as part of a team.

Toys R’ Us

12535 S. E. 82nd Avenue, Clackamas, OR 97086

Cashier/ Team Member October 2011- January 2012

\* Interact heavily with guests on sales floor and cash register, utilize company selling approaches to create an enriched guest experience, assist in maintaining a well stocked and neat store appearance, act quickly to address guest concerns and provide resolutions, and assigned to work in multiple departments to help guests and the store team to achieve daily results.

Jimmy O’s Pizzeria

1678 Beavercreek Road, Oregon City, OR 97045

General Kitchen Help August 2011- November 2011

\* Main job was to wash dishes and put clean dishes away, make pizzas, prepare food, restock things, bus tables, and clean things when necessary.

Portland State University

724 SW Harrison St, Portland, OR 97201

Lab Attendant January, 2011 to March, 2011

\* Assists students in labs. Takes care of labs’ environment, as well as lab equipment. Observes and reports malfunctions and supply shortages, establishes and maintains permanent files about out of order equipment and copy paper requirements; maintains and regulates printing machines within designated labs. Skill to use personal computer and ability to troubleshoot and help students with Word, Excel, Power Point, Access (the entire Microsoft Office Suite), ability to learn and adapt quickly, communication skills, working under pressure, and among larger number of fellow students. Establishing priorities, can work independently, and proceed with objectives without supervision, handling and resolving recurring problems; e.g. calling campus police if unruly situation occurs in the lab.

Thing’s Remembered

12000 SE 82nd Ave Ste 1128, Happy Valley, OR 97086

Engraver/ Sale’s Associate November, 2010 to March 2011

\* Primary responsibility for customer satisfaction, generating sales, engraving, housekeeping, merchandising. Uses selling techniques such as add-on sales and describing engraving information to customers to enhance sales and reach store and individual sales goals. Very fast paced, requires a great deal of multi-tasking, communication skills, usually working independently, but also as a team member.

EDUCATION

Portland State University

Clackamas Community College

Oregon State University

EXTRACURRICULARS

\* Involved four years in marching, pep, and concert band. Played soccer for two years, varsity tennis for three years, and on the swim team for one year. Involved in key club. Was involved in an adult League soccer team. Volunteered with IMPACT 4 Life at OSU.