Brianna E. Clayton

18030 NW Johnson Rd.

Portland, OR 97231

(760) 979-6235

Bri.clayton91@gmail.com

*Experience:*

**Lane Bryant**  
Stylist, customer service representative  
*assisting customers in-store, cash handling, signage*August 2012 *$.7.75/hr*  – Current *$7.75/hr*

**Costa Vida**  
Cashier  
*cash handling, in-store management, customer service, etc.*January 2012 *$7.50/hr –* January 2013 *$7.50/hr*

**In-Home**Care Giver  
*day and night caregiver for an elderly woman, distribution of medication, preparation of meals, appointment scheduling, bill management, etc.*   
July 2011 *$700/month* – January 2012 *$700/month*

*Special Course:*

* Medical Terminology

*Applicable Skills*

* 60 WPM Typing
* Filing
* Bill Management
* Communication
* Customer Service

*You should hire me because…*

I love working with people! My excellent communication, prioritization skills and ability to retain information, give me the upper hand when it comes to adapting swiftly to any work environment! I am a hard worker, and I want to advance my career. Working in an office would give me an opportunity to learn new skills and to contribute greatly to your company. I appreciate your time and I look forward to working with you!