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| Bridget Oliver  curriculum vitae | **T**: 715-797-0748 **E**: breecivetta@gmail.com |

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| **PERSONAL SUMMARY** | I am currently seeking an office administration or HR position where I can further develop my skills. I have a strong background in customer service and office employment which qualifies me for a number of service positions. My educational background has also given me strong skills on researching, writing, and task management. I believe the sum of my skills would be a benefit to any organization. |
| **CAREER HISTORY** | **SALE BOOK SPECIALIST/BOOKSELLER** **Books-A-Million**  *September 2011 – June 2013*  Duties:   |  | | --- | | * Customer Service & Sales | | * Store specialist in sale & bargain books * Assisting cashiers with customer returns & voids | | * Organization & merchandising * Cashiering & cash handling | |  | |
|  | **BOOKSELLER**  **Borders**  *October 2009 – August 2011*  Duties:   * Customer service & Sales * Organization & Merchandising * Cashiering & Cash handling |
|  | **CASHIER** **Shopko**  *October 2008 - January 2010*  Duties:   * Cashiering & Cash handling * Customer service |
|  | **CHART SPECIALIST**  **Pain Clinic of Northwestern Wisconsin**  *September 2007 – August 2008*  Duties:   * Scanning & electronically filing documents into Practice Imaging System * Collecting registration forms & charge tickets, delivering them as needed * Assisting in creating charts for new patients, filing charts daily * Pulling & delivering charts to physicians & nurses as needed * Tracking receipt of physicians dictation * Other clerical duties as needed |
|  | **KEYHOLDING MANAGER**  **Mega Media Xchange**  *March 2007 – August 2007*  Duties:   * Customer service * Maintained quality standards for used media * Managed safe & register funds * Supervised staff of 6 – 10 employees |
|  | **SENIOR ASSISTANT MANAGER**  **FYE**  *February 2005 – January 2007*  Duties:   * Customer service & sales * Adherance to daily sales goals * Managed safe & register funds * Managed staff of 6 – 10 employees * Processed stock shipments daily * Organized special orders for customers * Trained & developed new employees * Shared employee scheduling duties with Store Manager |
|  | **ASSISTANT MANAGER**  **The Body Shop**  *March 2005 – September 2005*  Duties:   * Customer service with strong sales focus * Managed a staff of 4 – 5 employees * Maintained strict merchandising standards * Demonstrated products for customers |
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| **VOLUNTEER WORK** | **Eau Claire County Humane Association**  *April 2013 – July 2013*  Duties:   * Cat caregiving * Dog walking * Small animal caregiving   **AIDS Resource Center of Wisconsin** *September 2012 – December 2012*  Duties:   * Created, planned, and implemented World AIDS Day event – “The Red Ribbon Affair” * Connected with local business for door prize donations * Helped in manufacture of safe-sex kits and literature |
|  | **Chippewa Valley Museum**  *January 2008 – January 2012*  Duties:   * Front desk & admissions * Museum gift shop sales * Tour giving |
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| **ACADEMIC QUALIFICATIONS** | University of Wisconsin-Eau Claire  *August 2008 – December 2012*  *Graduated Magna Cum Laude*   * B.A. Women’s Studies 3.81 GPA * Minor in History 3.62 GPA * Overall 3.59 GPA |
| **KEY COMPETENCIES** | PROFESSIONAL ABILITIES   * Responsibility * Trustworthiness and Ethics * Problem Solving * Information management and Organization * Research and Investigation * Group Management and Supervision   KEY SKILLS   * Excellent customer service skills * Ability to prioritize broad range of responsibilities * Ability to work on own initiative with minimum supervision * Excellent communication and interpersonal skills * Presentations and Instruction * Event planning * Administration * Basic knowledge of Spanish, French, and Japanese languages   COMPUTER SKILLS   * Fluent in Microsoft Office Suite * Typing speed of 95wpm * Intermediate knowledge of Adobe Photoshop and Acrobat * Basic web design * Quick study in any computer environment as needed |
| **REFERENCES** | Available on request |