**CONNOR E. BETTERMANN**

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**OBJECTIVE**

To secure a full-time position as an office assistant or receptionist

where I can utilize my experience and skills in customer service, phone support, and computers.

**WORK EXPERIENCE**

**Customer Service Associate January 2013 to Present**

***Victoria’s Secret***

Clackamas Town Center

***Responsibilities:*** Greet customers in a professional and friendly manner; answer multi-line phone system; introduce customers to new products and assist them in finding products that will meet their needs; handle cash register transactions; manage shipment processing including receiving merchandise and distributing product to the retail floor.

***Required Skills:*** Ability to multi-task in a busy environment, remain calm under pressure to help resolve customer concerns, and present a positive and professional image for the company.

**Sandwich Artist February 2012 to November 2013**

***Subway***

West Linn, OR

***Responsibilities:*** Greet customers in a friendly and efficient manner; handle multiple orders simultaneously; handles cashier transactions.

***Required Skills:*** Ability to memorize product details and procedures, manage back-room food prep and cleaning, and work efficiently in a fast-paced environment.

**EDUCATION**

***Clackamas Community College*** **September 2011 to June 2013**

***Portland Community College*  Present**

Currently completing prerequisite course work toward a B.S. in Computer Science.

All classes are on-line, providing complete flexibility for my work schedule.

**OFFICE SKILLS**

Customer Service

Multi-line phone system

Microsoft Office

Outlook

Document processing and filing