Ellen Reed

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# 503-490-9397

**Summary of Qualifications**

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| --- | --- |
| * Word, Excel, PowerPoint * Typing 50 wpm and 10-Key * QuickBooks, A/P, A/R * Document Preparation * Excellent Customer Service * Punctual and Reliable | * Shipping, Receiving, and RTV’s * Strong Attention to Details * Cash-Handling Skills * Purchasing and Ordering Supplies * Business Law and Research Skills * Organized and Professional |

**Education**

**AAS Business Administration** *General Business*2012

Central Oregon Community College

**Experience**

**Front Desk Receptionist** 2013

Rob -N- Son Commercial Appliance, Redmond, Oregon

* Customer follow- through and professional service
* Quickbooks billing A/R and A/P
* File Management and Maintenance

**Textbook Assistant and General Merchandise Stockperson**

Central Oregon Community College, Bend, Oregon 2012

* Provide excellent customer service in locating student textbooks.
* Display the merchandise to have visual appeal to the customers.
* Maintain high level of cleanliness, and dusting displays daily.

**Merchandising Field Service Representative**

Professional Services, Bend, Oregon 2006 to 2008

* Informed customers about building materials and equipment
* Maintained store displays with marketing materials provided by vendors
* Worked with management to achieve the goals of diverse companies
* Traveled for work and weekly communication via conference calls
* Worked independently and productive to meet weekly sales goals
* My team won an award for driving the most sales in our region

**Volunteer Experience**

**Shepherd’s House, Bend, OR** 2010 to 2012

College Internship as well as volunteer work.

Duties include managing the database, communicating with donors, and preparing dinners.

**I Heart Central Oregon** 2009-2013

Annual volunteer event involving service to Central Oregon