**Jimmy Delaney**

10413 NW 3rd Place

Vancouver, WA 98685

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(541) 337-5798

**EDUCATION**

**Lane Community College** Eugene, OR

Major: Accounting/Finance Sep 2012—Jun 2013

GPA: 3.0

**WORK & VOLUNTEER EXPERIENCE**

**Interstate Batteries** Eugene, OR

*Office Assistant* May—Jun 2013

Performed various office duties which include: heavy data entry, filing, answering multi-line phones (dealer & customer service), account reconciliation, ordering and receiving inventory, bank deposits, and cash handling.

**Oakway Golf Course** Eugene, OR

*Volunteer* Mar—Jun 2013

Provided friendly customer service and performed course maintenance, recycling, and marshalling duties in exchange for golf benefits.

**Rife’s Home Furniture** Springfield, OR

*Deliver Driver/Warehouse* Mar 2012—May 2013

Responsible for managing invoices and delivery log, loading and receiving furniture on delivery truck, driving delivery truck, notifying customers of ETA in regard to delivery, delivering furniture to customer’s residence while providing an friendly and efficient customer service experience.

**APTITUDES & SKILLS**

*“I am a firm believer that what you put into something is what you will get out of it. I put 110% into my work. I like being around people and working as a team member. I am a law abiding citizen with no criminal history and a perfect driving record. I do not smoke, drink, or use illegal substances. I will not show up to work late, by which I mean later than ten minutes early. I have a willingness to learn and the capability to follow directions, but I am also a leader at heart. Those qualities and aptitudes combined will allow me to be an asset to your company/business.”*

**Work** - Excellent customer service skills, able to adapt to new procedures/skills in a timely fashion, paying strict attention to detail, professional demeanor and attire, exceptional problem solving skills, professional work ethics, cash handling experience, and lifting heavy items.

**Technical** - Knowledge of using multi-line phones, computer savvy, computer programs (such as Word, Excel, Power Point, & Outlook), ten-key and typing (65 WPM average).

**Personal/Misc** - Interpersonal skills (communicating and listening), staying calm under pressure, time-efficient, honest, dependable.