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| 1928 NE Schuyler Street, Portland, OR 97212 • (503)853-6972 • Kaci.Gilbert@pcc.edu | | | |
| Cassandra Gilbert | | | |
| Objective | | | |
| To secure employment with an outstanding company where I may be an invaluable asset. | | | |
| Experience | | | |
| 2010-2011 | | Stream Global Services | Beaverton, OR |
| Customer Service Representative  * Customer Assistance via chat, email, and phone * Inbound Calls * Keyword/Search checks for search engine | | | |
|  | | | |
| 2004-2010 | | Various Private Families | United States |
| Live-in Nanny/Governess/Household Manager/Housekeeper  * Complete childcare in most cases * Extensive cleaning * Light clerical work * Organization/Parent helper * Bookkeeping * Pet Care | | | |
|  | | | |
| 2003-2004 | | Wal-Mart Supercenter | Mulberry, FL |
| Overnight Stocker  * Merchandise stock * Sales; Customer Service; Cashier * Creating end caps and displays * Cut fabric * Answered phones | | | |
|  | | | |
| 2002-2003 | | Party City | Lakeland, FL |
| Cashier  * Sales and customer assistance * Stocking front-end merchandise * Store cleanup and organization   2002-2001 McDonald’s Lakeland, FL Team Member - Closer  * Cashier * Drive-Through * Grill * Food prep * Store closing cleanup * Dishwashing | | | |
| Education | | | |
| 1998-2001 | Lakeland Senior High School | | Lakeland, FL |
| High School Diploma  * Graduated with High Honors * President of Drama Club: 2000-2001 * Poetry Award – Published in anthology/cash prize: 1999 * Stage Manager and Student Director for Senior Theatre Production: 2001   2010-Present Portland Community College Portland, OR Degree in Progress  * Major in Psychology with concentration in Forensics * Minor in Criminal Justice * President’s List 2013  Skills | | | |
| * Type 80+ WPM; 10-key proficiency with 166 DPM * Excellent grammar and spelling skills * Highly motivated * Team Player * Reliable and Hard-Working * Current Food Handler’s Card  References | | | |
| Monica Bloom – (925) 586-8823  Former Employer / Current Roommate  **Housekeeping and Pet Care**  Liana Herrera – (503) 459-3300  Current Employer  **Housekeeping, Organization**  Holly Deans – (503) 317-5777  Classmate / Former Employer  **Housekeeping, Sitting, Clerical help**  Usagi and Bobby Chavez – (503) 442-2017  Friends / Former classmates  **Personal/Character reference**  Stream Global Services **-** (503) 626-2800  Renetta Pierce – former supervisor  **Professional Reference** | | | |