|  |
| --- |
| 6843 SE Woodstock Blvd. Portland, OR 97206 **Ph:** 503-358-3850 **E-mail:** [jackiehliddell@yahoo.com](mailto:jackiehliddell@yahoo.com) |
| **Objective:** I am looking to obtain a full or part-time job with friendly and ethical employees. |
| **Education:**  2010- Present Portland Community College Portland, OR  2001- 2005 Franklin High School Portland, OR |
| Awards/ Certifications:  2013: One-Year Accounting Certificate (In June)  2012: Food Handlers Card  2011: Silver National Career Readiness Certificate (#9PV9PRM9TCWS) |
| **Interests/Activities:**  **-** Helping people - Learning - Meeting new people - Understanding - Organization - Working-out  - Cleaning - Puzzles - Reading books - Playing softball - Indoor soccer |
| **Work History:**  Concessions Worker Century 16 Eastport Portland, OR **Nov.2012-Jan.2013** **Job Duties:**  Clean/Maintain concessions stand, help customers with getting food, drinks, and with any questions and/or concerns, ring out customer purchases, up-sale products, and promote products.  **Office Assistant** Excel Financial Portland, OR **Dec.2011-Aug.2012**  **Job Duties:**  Close loans with clients,book out vehicles,look over applications,file ledgers and files,maintain cleanliness of the office, greet and help customers, accounts receivable, and make sure everyone has insurance on secured vehicles.  Sales Coordinator/ Associate Camping World Wood Village, OR **Sept.2007-Dec2009**  **Job Duties:**  Ordering inventory, cycle counts, stock adjustments, returns, and negative hand counts, product presentations, signage program and pricing, cash register, bagging, stocking and performing general housekeeping duties, offer various sales incentives, answer phones and provide assistance. |
| References:  Jamea Lopez, General Manager (Camping World) (503) 661- 3815 Kim Pooschke, Former Owner (Crown Trophy) (503) 997- 0353 Eric Ross, General Manager (Century 16 Eastport) (503) 772- 1111 |

Jacqueline H. Liddell