**Crystal M. Schmidt**

**Tel: 971-235-0718**

**Email: Crystals1105@aol.com**

**2120 NE 162nd Ave Portland, OR 97230**

**Summary of Qualifications**

Has basic knowledge of accounting. Quickly picks up on, and is always willing to learn, new things. Works well in a fast moving environment; works diligently to improve work quality and efficiency. Easily adapts to any work environment with a friendly professional attitude.

**Special Skills**

* Type 60wpm
* 10-Key: 130kpm
* Organization
* Good Communication Skills
* Photographic Memory

**Work Experience**

**Customer Service Associate** (Nov-2011 – Jan-2012) JC Penny, Clackamas

* Customer Service
* Cashier
* Zoning (folding & organizing merchandise)
* Phone Management
* Returns/Exchanges

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**Sales Associate**  (Nov-2012 – Jan-2013)

Macy’s, Downtown Portland

* Customer Service
* Cashier
* Recovery (folding & organizing merchandise)
* Returns/Exchanges

**Volunteer**

**Anthem Church**: Sunday School Kids 2-5 years & Nursery Assistant

**Education**

**Associate of Applied Science Of Accounting**  (Sep-2011 – Present)

Portland Community College, Portland, OR