Maiden name : Stanton

9409 N.E Prescott

Portland Or, 97220

503-253-1551

**Summary**

My work history is surrounded by customer service jobs. I enjoy working with and around people. I have cashier experience, working fast paced and with upset frustrated customers and still staying calm. I do my best to treat each situation the way I would want to be treated on the other side of the stand. I have inventory experience, having to manage and order products. I also have basic book keeping skills. In each situation or position I treat people with respect and Courtesy because it is how I would want to be treated and is how everyone deserves to be treated. This helps drive my standards with anything that I am doing .

**Highlighted Skills**

Cash handling Accuracy

Inventory control procedures Organized

Time management Strong communication skills

Excellent multi-Tasker Punctual

Hard working Basic bookkeeping

**Work history**

**Fred Meyer**

1111 Northeast 102nd Avenue, Portland, OR

(503) 255-5665

Position: Bakery prep/closer June 2010 – Sep 2010

Starting pay 8.75, Ending pay 8.75

This was a p/t job over the summer then when school started I went back to being a homemaker. I was responsible for daily warehouse, putting away and organizing. Then for prepping goods for baking in the morning. Cleaning bakery for next day and dealing with customers at the same time.

**Walgreens**

3 Northeast 82nd Avenue, Portland, OR

(503) 408-0729

Position: Sims Coordinator Aug 1999 – Oct 2003

Starting pay $7.50 Ending pay $10.05

I started out as the bookkeeper. While in that positions I still worked the casher giving brakes and covering shifts. I learned the photo lab also. Then was promoted to Sims coordinator. I was responsible for inventory, counting, ordering and working closely with the manager for upcoming sales and inventory needed. I did floor resets and still managed brakes and cashier duties. Threw the 5 years there I worked side by side with my manager and team workers. I learned how to work well alone and then with a group. Time management was a very large factor.

I left this job after I was married and right before my second child was born to become a homemaker.

**Howard Johnson hotel**

8247 NE Northeast Sandy Boulevard, Portland, OR

(503) 256-4111

Position: Night Auditor May 1999 – Oct 1999

Starting pay 8.00, Ending pay 8.00

I did the bookkeeping for that day and checking in and out customers and seeing to their needs. Keeping the hotel tidy, organized and ready for the next day.

I left this job because I couldn’t keep up with a night shift and a small child in the day and was unable to be moved to a day shift.

**Education**

Tongue Point Job Corps Center

37573 Old Highway 30  
Astoria, OR 97103  
Tel: (503) 325-2131  
Fax: (503) 325-5375

I attended job corps in 1996 and received my data entry certificate

**High School**

Vocational Village

Portland Or

( this school is no longer around )

I received my GED here.