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|  | **Hallie Anne Morris**    140 SW Eastman Parkway Apt #8  Gresham, Oregon 97080-7043  407-569-5632 or 614-570-1388  hallie.anne.morris@gmail.com |  |

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|  | **SUMMARY**  Experienced manager and sales woman knowledgeable in providing friendly, thorough customer service to customers.  Detail oriented quick learner with good problem solving and computer skills who is dedicated to the principles of quality and thoroughness. |  | **EDUCATION**  Ohio University  2004-2010  Major- Geography |
|  | **EXPERIENCE**  *Manager, Random House Antiques*  Athens, Ohio — 2004-2012  When it came to the antique shop I became a jack of all trades.  Due to the nature of the antique shop, I became skilled at performing my duties independently or with my co workers   These responsibilities included:   * Customer care * Opening * Closing * Cleaning ( Dusting, Washing, Polishing) * Organizing (arranging the shop and the displays) * Saleswoman * Cashier * Secretary ( Answering the phone, taking and relaying messages, responsible for all email communication and online research ) * Heavy Lifting ( 100+ lbs ) * Trainer ( Training co workers )   *Pita Artist, Pita Pit*  Athens, Ohio— 2007 - 2009  My primary function was working the weekend closing shifts during the high volume bar rush ( and at Ohio University, the weekends starts Thursday night ).  Five in-shop coworkers and two delivery drivers necessitated streamlined communication and developing problem solving skills.  My responsibilities are as followed:     * Food Preparation ( chopping vegetables, filling sauces, pulling bread and meat from the freezer, etc. ) * Sanitizing/ Cleaning * Cashier * Cook ( Grill operator, cookie baker ) * Pita Constructionist   *Summer Vista, AmeriCorps*  Athens, Ohio— Summer 2008  This summer was spent working on a construction crew dedicated to helping people who couldn’t afford the upkeep on their houses.  Projects ranged from floors to roofs and everything in between.  Due to the small size of our crew, communication was an important factor as was the ability to take and follow instructions.  My Responsibilities included:   * Heavy Lifting ( 50+ lbs. ) * Construction ( Dry walling, Roofing, Plumbing, etc.) * Liaison between the construction crew and the client   *Independent Maid*  Athens, Ohio— 2002 - 2008  During this period I was a maid for a woman who had a lot of allergies including chemical allergies.  As a result I used mainly vinegar and elbow grease and, as she was a very busy independent case manager , I spent most of the time  working unsupervised.  These responsibilities included:   * General Cleaning ( Dishes, Floors, Laundry, etc.) * Organizing ( Shelves, Furniture, etc.) * Sanitizing ( Mold issues, which I destroyed with vinegar ) * Light Construction ( Leveling a gravel driveway, Putting in a cement stone patio ) * Secretary ( Filing, Faxing and Checking for completeness of paper work) |  | **SKILLS**   * Team Player * Good Time Management * Dependable * Food Safety * Quick Learner * Critical Thinker * Amicable Personality * Effective Communicator   **REFERENCES**  Kathy Devecka   * (740) 593-6758   Elaine McCarthy   * (740) 592-4182   Jim Jezik   * (740) 592-2464 |