**Ariel Estelle Heiskell**

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**Employment History:**

**Clarks Bostonian** Troutdale, Oregon April 2012-September 2012

* Customer service and assistance
* Maintained inventory check-ins
* Managed displays and filled aisles
* Cash register experience including sales and returns

**Miracle Theater**  Portland, Oregon May 2008-July 2009

* Typed and filed inventory requisitions and business correspondence
* Cleaned the theater and inventoried and cleaned the prop room
* Customer service including welcoming and ticket taking

**Volunteer Experience:**

**Portland Public Schools** Portland, Oregon September 2005-June 2010

* Worked with crews to pull English Ivy out of federal and state forests, parks and natural habitats

**Blanchet House**  Portland, Oregon September 2006- June 2007

* Cafeteria style food service
* Bussed tables
* Cleaned the dining area and kitchen

**Education:**

Clackamas Community College (CCC) Oregon City, Oregon 2 Years/General Studies

Trillium Charter School Portland, Oregon Graduated: June 2010

**Special Skills:**

I am thorough, timely and organized and I always strive to do my best. I am a creative thinker and a problem solver dedicated to finding the best solution to any situation. My computer skills include Excel, Word, Access, Outlook, Publisher, and PowerPoint and I have some experience creating websites. I love working with the public, and I am a reliable team member. I’m a fast learner and efficient when it comes to researching or finding information. I can work indoors or out, no matter the weather. I have an upbeat, positive, strong, and confident personality.

**Interests/Activities:**

My favorite thing to do is spend time with my daughter. I also like to cook and bake and I enjoy finding and researching antiques and working on old cars.

**Career Goals:**

My goal is to get a master’s degree in Archaeology. Eventually, I want to travel around the world working as an archeologist and have a small antique shop on the side.

**References:**

Olga Sanchez, Artistic Director at Miracle Theater (503)236-7253

Will Watts, Advisor at Trillium Charter School (503)756-7412

Shelly Denton, Office Manager at Kampstra Transportation (503)869-0752