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| Jennifer Conner | | |
|  | 4216 SE 90th Ave. | Portland OR 97266 | 503-475-5291 | j-korth@hotmail.com | |
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| Objective | | |
| I am looking to re-enter the workforce and build a career which allows me to grow. I am searching for a career where I can utilize my years of customer service and creativity in new ways. | | |
| Skills Profile | | |
| * Efficient multi-tasker and quick learner. * Knowledge of Word, Excel, Publisher, and ADP. * Experience with typing and ten-key. | | |
| Employment History | | |
| Caregiver, Brock Family Care | | 10/1/2012 — current |
| Beaverton, OR   * Care for Adults with Developmental Disabilities. * Certified Caregiver in Washington County. | | |
| Sales Associate, Pier 1 Imports | | 10/1/2011 — 4/1/2012 |
| Redlands, CA   * Assisted customers with color choice, complimentary products, and practical design ideas. | | |
| Server, Dennys | | 8/1/2008 — 4/1/2010 |
| Redlands, CA   * Created a rapport with repeat clientele. * Consistent up sales on meal orders. | | |
| Accounts Payable, Mercedes-Benz of Portland | | 10/1/2006 — 5/1/2008 |
| Portland, OR   * Managed a high volume of invoices. * Reconciled Accounts and statements. * Tracked company credit cards. * Prepared daily deposit * Assisted with month end procedures. | | |
| Education   * General Education with emphasis on Fine Arts, Portland Community College, Portland | | |
| Activities | | |
| * Volunteer, Hands on Greater Portland, Portland * Volunteer, Shepherds Door, Portland * Face Painter, Greenspot Farms, Redlands | | |
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REFERENCES

**Professional**

*Cheri Brock*

Brock Family Care

Owner/Operator

503-784-7866

*Cassie Rivera*

Pier 1 Imports

Store Manager

909-793-3167

*Lisa Hatfield*

Mercedes-Benz of Portland

Assistant Office Manager

503-525-6202

**Personal**

*Amber Birks*

Virtual receptionist

Known 7 years

503-901-6070

*Rhonda Madding*

Hairdresser

Known 11 years

503-449-6907

*Karen Blow*

Operations Representative

Known 10 years

503-708-5199