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| 90 Cleveland Avenue, Hartford CT, 06120•(860) 418-7276•sharlenematthews@hotmail.com | | | |
| Sharlene Kardulis | | | |
| Objective | | | |
| To obtain a human service position this will allow me the opportunity to apply my direct care skills. | | | |
| Experience | | | |
| 0ctober, 2011 to present | | Macys Department Store | Manchester CT |
| Customer sales associate  * Handling all cash, check, and debit transactions * Assisting customers in their purchases * Balancing all registers, opening, and closing registers. | | | |
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| May, 2002 to August, 2011 | | Cw Resources Inc. | New Britain CT |
| Receptionist/Employment Specialist  * Working with mentally challenged people by taking them out on job sights. * Typing, filing, answering multi-phone lines, faxing and copying documents, distributing mail throughout the departments. * Doing payroll, timesheets sick, and vacation time, working on various jobs on the computer and for different departments, meeting and greeting customers. | | | |
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| February 1999 to March 2000 | | Christmas Tree Shop | Manchester, CT |
| Customer Service Representative  * Obtained merchandise and made change for customers, stocked and arranged shelves, counters, and tables with merchandise. Set up advertising displays. Stamped, marked or tagged prices on merchandise. * Obtained merchandise obtained by customers. Answered customer’s questions concerning locations, prices, and use of merchandise. * Totaled price and taxes on merchandise purchased by customer using cash register. Accepted payment from customer and made change. Bagged merchandise for customer, and served in a friendly and professional manner. Maintained store cleaned and organized. | | | |
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| February 1999 to July 1997 | | Goodwill Industries | Atlanta, GA |
| Custodian/office clerk  * Answered incoming telephone calls and direct them to appropriate individuals. Entered data in computer using office database. Filed documents in alphabetic order. Utilized all office equipment such as fax machine, copier, and computer. * Swept, vacuumed, and mopped offices. Dusted offices equipment. Maintained work area clean and organized. Maintained a safe work environment. | | | |
| Education | | | |
| September 1983 to June 1987 | Bloomfield High School | | Bloomfield CT |
| High School Diploma  * Studied business administration   May 1992 Morse School of Business Hartford CT  Paralegal certificate  April 2002 Capital Region education council Hartford CT  Direct Care Training certificate | | | |
| References | | | |
| References are available on request. | | | |