**Sheree L. Turner**

**430 Hopeville Rd.**

**Jewett City, CT. 06351**

**OBJECTIVE** To obtain a position in an office environment that allows me to demonstrate

my office skills, office management, positive customer service skills, and a

commitment to achieve company goals and excel in my role.

**EDUCATION** 1992 Calais High School Graduate

Associates Of Arts Degree in Computer Science. Graduated

from the University Of Phoenix (Axia) on December 12th, 2010.

**EMPLOYMENT EXPERIENCE**

**2002 - Present** Calais Motor Inn – Assistant Manager / Front Desk Clerk / Secretary /

Accounts Payable/ Accounts Receivable / Night Auditor

**1998 – 2002** ICT Group Calais – Telemarketing Sales Representative

**1996 – 1998** Calais Motor Inn – Bartender / Waitress

**1990 – 1995** Calais Motor Inn – Waitress

**1992 – 1993** Calais Motor Inn – Night Auditor

**REFERENCES**

Daniel Hollingdale

Calais Motor Inn, Marketing

Robinson, Me.

(207)-454-3620

John Marchese, General Manager

Calais, Me.

(207)-454-7111

John S. Hornbrook, Hornbrook Apartments (Owner)

Alexander, Me.

( 207)-454-3760