**Jodi Maslow**

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Enfield, CT 06082

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**OBJECTIVE**

To obtain a position that will utilize my abilities and talents to organize and serve customers as well as to be stimulated and challenged with the goal of potential growth.

**EDUCATION**

Branford Hall Career Institute, Windsor, CT 2/2010-12/2010, GPA-4.0

New Britain High School, New Britain, CT 1995, diploma

Avon High School, Avon, CT 1990-1994

**WORK EXPERIENCE**

Intern: 10/2010 – 12/2010 The Law Office of Derek E. Donnelly

Ramada: 2005 – 2009 Windsor Locks, Connecticut, Office Manager

* Customer Service
* Schedule 16 employees to work the front desk and transportation
* Maintain corporate contacts and guests
* Accounts Payable and Accounts Receivable
* Payroll
* Sales
* Purchase and maintain office supplies
* Insurance enrollments/cancellations of the employees
* Employee relations within the work setting
* Hire and Termination of employees
* Employee orientation/training classes
* Data entry on Excel spreadsheets

Our Future Dreams Daycare: 2000 – 2001 Simsbury, Connecticut, Toddler Teacher

* Created an age appropriate curriculum and learning strategies
* Maintained communication with parents

Yankee Candle Company: 1999 – 2000 Myrtle Beach, South Carolina, Assistant Manager

* Supervised 5 – 10 employees
* Reconciled daily sales
* Customer Service in the retail sales venue

**SKILLS**

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| --- | --- | --- |
| Dependable | Excellent customer service | Team oriented |
| Quick learner | Organized | Ability to prioritize |
| Microsoft Word | Excel | Handle various office duties |

**REFERENCES**

Jaime Babich (860) 392-9142 Genevieve Alvis (860) 796-1162

Daniel Dolan (518) 937-1401