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|  | Kristen Prescott  357 Washington Road Enfield, CT 06082  (860)604-8930  PrescottKristen@yahoo.com |
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| Objective | To obtain a position as a part of your team that utilizes my energetic personality, strong work ethic, attention to detail, and productivity. |
| Education | BA in English  Central Connecticut State University, New Britain, CT  2004-2008  Minor in Communication |
| Experience | Library Clerk/Page  Windsor Locks Public Library, Windsor Locks, CT  *September 2010 - Present*   * Charging and discharging materials to patrons, as well as answering phones and questions by patrons. * Shelving materials and shelf reading in order to make sure books are in the correct order.   Records Clerk  Town of Windsor, Windsor, CT  February 2010 –November 2010   * Scanning important permanent documents into Laserfiche program which allows employees to search them by keywords. * Assisting employees with sorting and filing in order to better utilize their workspace. |
|  | Front End Associate  Hot Topic, Enfield, CT  July 2009 – April 2010   * Provided friendly customer service to customers through helpful questions, fast location of products, and quick checkout. * Performed stocking duties, as well as devising new merchandising displays. |
|  | Party Pro and Balloon Counter Specialist  iParty, Enfield, CT  September 2006 – April 2009   * Front End Associate who assisted customers in locating products, as well as, suggesting others that complimented a theme or event. * Efficiently reorganized the balloon counter, replenished stock, and provided superior knowledge about balloon creations, centerpieces, and prices. * Shift Supervisor Holiday Season 2008. Supervised employees and directed them in daily tasks. |
| Skills | * Excellent communication skills, both in small groups and interpersonal. * Experienced in Microsoft Word/Excel * Proficient in problem solving, persistent and dedicated to always solving the problem to the best of my ability. * Detail oriented with a self motivation to learn |
| References | References are available on request. |