27 Ivy Lane, South Windsor, CT 06074

860-648-2800 karencharette@aol.com

Karen Charette

**Profile:** Recent college graduate with an interest in the detail and research work of a paralegal. In addition to majoring in paralegal studies, I minored in accounting. I have a strong work ethic and would be an asset to any company.

**Work Experience:**

***Consultive Sales* 11/2006-Present**

Lands’ End, Manchester, CT

* Direct customer contact
* Assisting with online orders
* Go-to person when math skills needed
* Assists with seasonal and holiday rearranging of floor
* Came up with faster and more efficient ways of doing various tasks
* Assists REGIS with inventory
* Helped new supervisor learn how to do the job

***English Teacher* 11/05-11/06**

Better English, Zhongshan, China

* Helped Chinese adults and children learn or improve their English
* Helped teenagers and adults on an individual basis through one-on-one conversation
* Helped younger children learn through repetition
* Learned to get around the city on various types of transportation knowing very little Mandarin
* Easy to conduct business despite language barrier
* Did learn some Mandarin

***Postal Clerk* 09/84-06/05**

Hartford, CT

* Memorized all CT zip codes
* Sorted mail
* Processed Express Mail
* Performed timekeeping duties

**Education:**

**Kaplan University** **11/06-11/10**

B.S. Paralegal Studies

**South Windsor High School 09/76-05/79**