

Jo Charbonneau

Josette (Jo) Charbonneau

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Education

University of Nebraska-Lincoln, Lincoln, NE Bachelor of Science Major: Statistics and Data Analytics

Work Experience

Barnes and Noble, Omaha, NE

Bookseller, September 2021 - November 2023

- Communicate with customers to meet their needs and address their concerns.
- Take online orders in person and over the phone.
- Organize the shelves, end caps, and tables.
- Help customers check out their items as a cashier.

Alumni Hall, Lincoln, NE

Keyholder, November 2023 - Present

- Receive and organize product (t-shirts, sweatshirts, and other collegiate team merchandise).
- Open and close the store properly and efficiently with procedures.
- Count and take drawers and deposits.

- Fulfill eCommerce orders. - Promote store rewards program and general promotions.

Honors

- **Husker Traditions Scholarship**, University of Nebraska-Lincoln
- **Fall 2022 Dean's List**, University of Nebraska-Lincoln
- **Spring 2023 Dean's List**, University of Nebraska-Lincoln

Skills

Computer: Microsoft Word, PowerPoint, and Excel, R and Python

Language: Basic conversational French

Certifications: CPR, First Aid, and Food Handling