

Change Anything/Everything to Personalize It!

Your Name Goes Here

Your street, city, state and zip code
address

Your phone number goes here

Your e-mail address

PROFILE

A hard working, energetic, self-starter with a track record of exceptional performance in increasing levels of responsibility. Skilled in the following areas:

Records Management
Inventory
Monetary Transactions

Data Entry
MS Office Suite
Customer Service

Janitorial
Cashiering
Office Equipment

EXPERIENCE

Sales Associate

Paper Warehouse, Highlands Ranch, CO

5/02 – 5/03

Recognized for exceptional performance
Trained 5 with 100% accuracy new sales associates over the course of 6 months.
Offered Assistant Manager position for exceptional performance
Reconciled all daily cash flows for a year

Sales Associate

Student Book Store, Highlands Ranch High School, Highlands Ranch, CO

6/01-09/01

Managed all bookstore functions to include inventory, accounts payable and sales
Provided exceptional customer service and all customer interface for product ordering.

Administrative Assistant

Denver Regional Employment Center, Aurora, CO

5/00-5/02

Handled incoming calls for a regional employment Center serving portions of 9 states.
Provided computer and administrative support for 2 major job fairs involving more than 25 major companies in the Denver Metropolitan Area.
Provided data entry for several hundred customer files

Child Care Provider

Highlands Ranch, CO

5/98-5/02

Provided evening and after school child care for more than 10 families
Retained 100% of child care accounts and grew additional accounts at the rate of 25% annually
Provided exceptional care for more than 25 young children without any accidents or incidents.

EDUCATION

Highlands Ranch High School

Graduate May 2004