

# Your Name

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**Objective**      **To obtain a position that will allow me to develop and employ professionalism while simultaneously bringing value to the organization through my:**

Effective verbal and written communication  
Ability to work in a group as well as individually  
Ability to assimilate new information quickly  
Passion for learning and development

Excellent organization and problem solving  
Effective multitasking in high-stress environments  
Sociable and professional approach  
Creative yet diligent mindset

**Education**      **College** Graduation Year - City, State  
Bachelor of Science, Major - Psychology, Minor - Business Administration  
AHA Study Abroad Program Athens, Greece Fall 2005

**Work Experience**      **Employer 1, Hillsboro, OR**      10/06 to Present  
Store Manager

- Promoted to Store Manager in July 2007 after achievement of Management Trainee Program.
- Manage and train a team of two assistants as well as alternating MITs.
- Supervises a diversity of over seventy associates including hiring, orientation and terminations.
- Attends to the needs of customers, while applying organization and detail orientation to internal processes.
- Responsible for all accounting and financial transactions.
- Handles an array of duties including: hourly management, scheduling staff, coordinating arrival of shipments, ordering supplies, and merchandise care/placement.
- Facilitates communication between store, district manager and Home Office.

**Employer 2, Portland, OR**      8/06 - 11/06  
Personal Assistant to Owner/CEO

- Coordinated meetings with sponsors as well as clients
- Facilitated communication via phone and email between client and CEO
- Promoted events after establishing and coordinating ways to reach target audiences
- Worked events- organizing setup, insuring satisfaction of guests, and cleaning up

**Employer 3 (staffing agency), Tigard, OR**      6/04 – 12/05  
Assignment 1, Tigard, OR

- Created and maintained confidential client loan files
- Compiled and completed data entry for client and loan information
- Filed and physically organized loan files,
- Completed Excel spread sheets for various reporting purposes

Assignment 2, Beaverton, OR

- Conducted product testing, Assisting in product development
- Participated in assembly and dismemberment of products
- Packaged and prepared products for shipping

Assignment 3, Portland, OR

- Conducted in-person consumer surveys

Assignment 4, Hillsboro/Beaverton, OR

- Organized wholesale book stores for grand opening, included unloading , organizing and displaying inventory

## Computer Skills

Word, Excel, PowerPoint, Outlook