

TAIMEE TAPEDO

Objective

To obtain a part-time position in which I can utilize my skills and experience to make a strong contribution to an organization

Capabilities and Skills

Production

- Assemble a variety of contracted products
- Fulfill orders per instructions
- Label items and package for shipment

Clerical

- Answer incoming phone calls
- Bind various documents into booklets
- File documents alphabetically

Personal Skills

- Eager and willing to learn new tasks
- Punctual
- Works successfully as part of a team and independently
- Flexible with change

Work History

Production Worker, Cottonwood Inc., Lawrence, KS	11/2016 – Present
Greeter, Papa Murphy's, Lawrence, KS	9/2017 – 4/2018

Education

Community Transition Program (C-TRAN)	Graduated May 2017
Lawrence High School	Graduated May 2014

TAIMEE TAPEDO

5205 Carson Place
Lawrence, KS 66049

Phone: (785) 534-3332

References

Gary Denham, Teacher at Community Transition Program
816-547-2353

Tamara Van Dyne, Supervisor at Cottonwood
785-840-1663

Kelsey Crawford, Transition Employment Consultant
785-534-3332