

Janice P. Russell

Vocational Objective: To obtain a position in which I can use my skills and experience to make a strong contribution to an organization that offers opportunity for professional growth.

Skills & Qualifications:

- ◆ Neat
- ◆ Organized
- ◆ Dependable and punctual
- ◆ Polite and friendly
- ◆ Makes best effort to meet or exceed expectations
- ◆ Able to get along with all types of people

Work Experience:

Store Associate, Dollar Tree, Lawrence, KS 8-11/2016

- ◆ Assisting customers with purchase transactions
- ◆ Unpacking boxes and stocking shelves

Crew Member, TJ Maxx, Lawrence, KS 10/11-1/12

- ◆ Process inventory to be put on sales floor
- ◆ Maintained cleanliness and organization of back room

Custodian, Bourgeois Pig, Lawrence, KS 7/09 – 10-09

- ◆ Cleaned, dusted, mopped gourmet coffee shop
- ◆ Washed windows and outside deck and patio

Artist, Van Go Mobile Arts, Lawrence, KS 10-12/02, 2-4/03

- ◆ Painted posters for a variety of companies
- ◆ Created glass figure which were sold as a fund raiser
- ◆ Cleaned studio

Crew Member, McDonalds, Lawrence, KS 5-6/04

- ◆ Operated cash register and accurately handled cash transactions
- ◆ Provided superior customer service
- ◆ Worked as fry cook
- ◆ Maintained a clean and sanitary kitchen

Education: Graduate, Free State High School

References: Available upon request