

# Hilary

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<b>Objective</b>	An interesting part-time position that uses my people skills		
<b>Work experience</b>	February 2012 - Present	Weaver's Department Store	Lawrence, KS
	<b>Receiving Clerk</b>		
	<ul style="list-style-type: none"><li>• Checking in merchandise shipments, taking bank bags to office, taking packing materials across the street to retail store to be reused</li></ul>		
	August 2005 – June 2020	LMH-Physicians Billing Office	Lawrence, KS
	<b>Clerical Aide</b>		
	<ul style="list-style-type: none"><li>▪ Sorting and filing encounter forms, collection letters and log deliveries.</li></ul>		
<b>Work experience</b>	08/2002 – 12/2008	Dianna's Super Kids	Lawrence, KS
	<b>Child Care Assistant</b>		
	<ul style="list-style-type: none"><li>▪ Observed and monitored play activities, and entertained children by reading to them and playing games with them</li><li>▪ Accompanied children on walks and other outings</li><li>▪ Helped in preparation of games and crafts.</li></ul>		
	02/2002 – 06/2002	One of A Kind Early Education	Lawrence, KS
<b>Work experience</b>	<b>Child Care Assistant</b>		
	<ul style="list-style-type: none"><li>▪ Helped in preparation of snacks and meals</li><li>▪ Assisted the staff by folding towels.</li></ul>		
<b>Work experience</b>	09/1999 – 01/2002	Hobby Lobby	Lawrence, KS
	<b>Stocker</b>		
	<ul style="list-style-type: none"><li>▪ Cleaned display cases, shelves and aisles</li><li>▪ Responsible for assembly of lamps</li><li>▪ Assisted in labeling of products</li><li>▪ Assisted in stocking products in a retail environment.</li></ul>		
<b>Education</b>	2000	Free State High School	Lawrence, KS
	<ul style="list-style-type: none"><li>▪ High School Diploma</li></ul>		
<b>Accomplishments</b>	<ul style="list-style-type: none"><li>▪ Dedicated and meticulous</li><li>▪ Able to work with others toward a team goal</li><li>▪ Able to follow directions</li><li>▪ Type 20 WPM with 95% accuracy.</li></ul>		