

Laura

SUMMARY OF QUALIFICATIONS:

Experienced in Microsoft Office Suite and Word. High level of accuracy in data entry.
Demonstrated excellent customer service skills with a strong attention to detail.

SKILLS:

- Answered phones
- Data Entry
- Worked Independently or as a part of a team
- Processed daily deposits to the bank
- Filed documents
- Typed 25 WPM

PROFESSIONAL EXPERIENCE:

Production Worker, Cottonwood, Inc. 4/02-Present
Lawrence, KS

- Collated, assembled, labeled, and packaged various items
- Operated production machinery
- Met goals and deadlines
- Demonstrated flexibility and a willingness to learn new skills

Cashier, The Underground at KU Dining 12/18-08/20
Lawrence, KS

- Processed customer transactions efficiently using point-of-sale (POS) systems, handling cash, credit, and debit payments accurately
- Greeted customers
- Restocked shelves
- Cleaned and organized checkout area

Video Clerk, Lawrence Public Library 09/06-08/07
Lawrence, KS

- Reshelved videos, CDs and kids' books
- Provided excellent customer service
- Addressing questions and concerns
- Created a positive shopping experience

Secretarial Assistant, KLZR/KLWN 07/05-09/06
Lawrence, KS

- Data Entry
- Greeted customers
- Maintained a clean work area
- Answered phone calls and transferred them to the right person

EDUCATION:

Lawrence High School, Lawrence, KS