**OBJECTIVE:** To obtain a position where I can utilize my skills and be an asset to my employer.

**EDUCATION:**

 2001-2005 Greene County Tech High School, Paragould, AR

 High School Diploma obtained May 13, 2005

 2005-2007 Florida College, Temple Terrace, FL

 General Education Associates Study

 Associates degree will be obtained upon completion of six credit hours.

**WORK HISTORY:**

Nov. 2001 - Aug. 2005 McGregor’s Copies Plus, Jonesboro, AR

 *Customer Service Representative*

 Customer Service, Copying, Typing, Faxing, Filing, Laminating, Binding,

 Ordering Supplies

 Aug. 2005 - Dec. 2006 Jon and Jenny Bassett, Temple Terrace, FL

 *Nanny*

 Responsible for the care of three children. ages, 3, 5, and 7 while attending

college.

 May 2007 – Sep. 2010 McGregor’s Copies Plus, Jonesboro, AR

 *Manager*

 In addition to above, custom computer design layouts for invitations,

 flyers, business cards, etc. Responsible for ordering equipment and

 supplies as needed, balancing cash drawer and bank deposits.

 Quoting/Scheduling jobs and making sure they are completed on time.

 Answering phones and taking care of clients needs.

 Sep. 2010 – Present Landmark Books, Jonesboro, AR

 *Floor Manager*

 Responsible for supervision and scheduling of six employees, customer service,

 bank deposits, answering phones, receiving and shipping merchandise,

 processing customer orders, placing orders from vendors as needed,

**ACHIEVEMENTS AND SKILLS:**

2001-2005 Honor Roll at Greene County Tech High School

 2005-2007 Honor Roll at Florida College

Type 60-70 words per minute

 Microsoft Publisher, Microsoft Word, WordPerfect

**REFERENCES:**

 Dr. David Kern, ASU Finance Professor (870) 926-5071

 Kristy Johnson, Nurse (870) 926-2509

 Dr. Connie Hiers, Plastic Surgery Associates of NEA (870) 935-0861

**Brandi McGregor**

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