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| Brittany Jordan870-227-2629300 S Pine Apt 11 Trumann, AR 72472brittany.jordan33@gmail.com |  |

Objectives

To seek employment and be an asset in a professional environment

Education

ASU- Newport- Jonesboro Campus

* Certified in Phlebotomy
* Certified in BLS- CPR for Health Care Providers

**Trumann High School**

High School Diploma- May 14, 2012

Experience

Office Aid – Trumann High School

Answered telephone, filed, directed visitors to desired places, helped students with any problem

Sonic Drive in – Assistant Manager

Feb. 2011- Present

1104 Highway 69 Trumann, AR 72472

Train new employees, bank deposits, tend to customers complaints

Skills

Proficient in Microsoft Word and Excel, great people skills, friendly attitude, very patient

Billie Perkins

870-227-2719

1405 Charles Street

Trumann, AR 72472

Natasha Shepherd

870-931-2546

326 E Robinson Street

Bay, AR 72411

April Swan

870-284-0541

104 Sawyer Lane

Trumann, AR 72472