

Elyssa Peterson

1387 County Road 763 Brookland, AR 72417
870-530-3923
Efp_1992@yahoo.com

Objective Statement

To obtain a position where my business and customer service skills contribute to the success and growth of the company.

Summary of Qualification

- Knowledge of office practices and procedures
- Strong attention to detail
- Excellent organizational and communication skills
- Proven ability to prioritize and handle multiple tasks in a challenging environment
- Understand and translates some Spanish
- Childcare knowledge

Education and Training

Brookland High School, Brookland, AR
High School Diploma, 5/2011

Computer Skills

- Windows Vista, Windows XP, Windows 7
- Microsoft Office: PowerPoint, Word, Access, Excel
- Basic computer hardware assembly and components
- Learns new software applications quickly

Employment Experience

Angie Martin 870-275-5578 Brookland, AR February 2010-Present

Residential Child Caretaker

- Volunteered time with the family's 3 and 5 year olds teaching them pre-school and everyday living skills.
- Prepared meals.
- Provided entertainment.
- Transported to doctor's appointments when needed.

Roebuck and Associates 870-935-5541 Jonesboro, AR January 2010 - January 31

Clerical and Housekeeping

- Answering phone for three separate companies
- Routing phone calls
- Filing
- Documentation
- Copy, scan, fax documents
- Data entry
- Distribute mail
- Housekeeping, vacuum, empty trash, dusting

Bill's Fresh Market 870-910-0225 Jonesboro, AR August 2009 - September 2011

Cashier

- Run cash register
- Run cash, checks, credit/debit, EBT, and WIC transactions
- Balance cash drawer at end of shift
- Facing/organizing shelves
- Answer multi-line phone
- Handle customer service issues
- Data Entry
- Greet customers
- Open/close store
- Attend staff meetings

Peterson Variety 870-932-1805 Jonesboro, AR June 2009 - August 2009

Cashier

- Run cash register
- Data Entry
- Answered Phone
- Handled customer service issues
- Check, cash, credit/debit transactions
- Greet customers
- Organize/stock shelves
- Dust shelves