

Ann S. Marigold

555 Any Street City, State 55555 (555) 555-5555

Objective

To obtain a customer service position in the medical field utilizing my interpersonal skills and experience.

Work History

April 2005 – July 2005

Grocery Store City, State **Cashier & Customer Service**

- Performed daily cash register transactions and duties.
- Handled financial transactions made with credit, cash, or state-funded coupons and/or cards.
- Packed purchases neatly for customers.

August 2004 – January 2005

Peter Marigold City, State **Caregiver**

- Performed daily household management including finances.
- Managed medicine administration including oxygen.
- Performed daily hygiene and organized doctor appointments.

January 2004 – July 2004

Supply Store City, State **Customer Service Representative**

- Entered Customer contact information into computer for special orders, sales, and classes held in store.
- Ordered, displayed, and inventoried products
- Handled store banking transactions and daily financial transactions in store using cash register and computer.

July 1992 – January 2004

Homemaker

- Managed household finances, daily chores, nutritional planning and preparation
- Organized schedules of children's functions, doctor's appointments and school programs.
- Facilitated conflict management

Volunteer work

- ABC Elementary School
- The Girl Scouts of America
- Little League Basketball
- Suburbia Sports League

Education

1987-1989 **High School** GED
2006 **Job Readiness Program**

References available upon request.