

Bethany Bumgardner

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Authorized to work in the US for any employer

Work Experience

Benton County Circuit Clerk

Benton County - Bentonville, AR

June 2021 to July 2023

I work as a Deputy Circuit Clerk for the 2nd largest county in Arkansas. I specifically work in the criminal department. I handle paper work from judge's offices, our prosecuting attorneys office, as well as private attorneys. In our office we file into a electronic filing system, known as E-Flex. I also approve filings done by other parties. I am also in charge of drafting warrants, summons, subpoenas, certifications, e.t.c. Another task we handle is opening and closing our criminal cases, as well as reopening closed cases. A separate task I'm in charge of is going up to our Division I court, to assist the Honorable Judge Robin Green with pulling up certain documents she may request from a case.

Cashier

Slim Chickens - Bentonville, AR

July 2019 to June 2021

I worked as a cashier, and sometimes worked drive through. I mainly took orders for people, and also served them their food. My responsibilities were making sure the lobby is clean at all times, restocking utensils, and making the tea and lemonade up front.

Customer Service Associate

Lowe's - Bentonville, AR

March 2019 to July 2019

I handled customer service work, such as being a cashier at the registers and self checkout. I also greet people, and when there is down time I restock the items around the registers.

Assistant

Julie Hull With Bella Vista Neighbors - Bella Vista, AR

May 2018 to August 2018

I worked as a assistant, so I would do mailing work and computer work. So I did computer work, such as creating word documents and excel spreadsheets. I also mailed out everything for the Bella Vista Neighbors Association.

Education

High school or equivalent

Gravette High School - Gravette, AR

December 2018 to May 2019

Skills

- Microsoft word (3 years)
- Communications (4 years)
- Customer Service (2 years)
- Customer Care (3 years)
- Food Service (2 years)
- Cashiering (3 years)
- Food Preparation
- Microsoft Powerpoint (3 years)
- Microsoft Office (3 years)
- Cash Handling (3 years)
- Kitchen Experience (1 year)
- Cooking
- Serving Experience (2 years)
- Busser
- Host/Hostess
- Adobe Acrobat (2 years)
- Microsoft Excel (2 years)
- Context (2 years)
- E-Flex (2 years)
- Court Connect (2 years)

Certifications and Licenses

OSHA

April 2017 to Present

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in General Industry Safety and Health.