

Jacqueline Harris

Longmont, CO 80501

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I am a very dedicated, self motivated, and detail oriented individual whom enjoys learning new job functions, the changes that come within everyday business, completing tasks according to deadlines, and taking on extra responsibilities.

WORK EXPERIENCE

Administrative Assistant/Carpenter

Camacho Construction - Colorado - 2012-09 - Present

Admin work, payroll, scheduling estimates, Inventory. Demo, drywall, texture, paint, Windows, tile.
Residential cleaning, construction cleaning.

Stylist/Assistant Manager

Great Clips - Longmont, CO - 2012-09 - 2015-01

Phones, Inventory, stylist cashier, asst Mgr training, scheduling, monthly reviews.

Dock Manager/Sales/Customer Service

Dillard's - Longmont, CO - 2005-04 - 2012-03

Customer Service, Sales, Event Setup, Answering Phones, Data Entry, Order Entry, Cash Handling, Incoming/
Outgoing Shipments, Inventory, and Maintenance.

Server/Cook

Hygiene, CO - 1997-10 - 2005-04

Customer Service, Prep Food, Serve Tables, Cook, Cleaning, Inventory, Marketing, Hostess, Cash Handling,
and Sales.

REFERENCES PROVIDED UPON REQUEST:

EDUCATION

Design

Empire Beauty School - Thornton, CO

2010-10 - 2012-09