

# Jennifer Bogart

Forest City, PA  
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## WORK EXPERIENCE

### **Office Manager/ clerk**

Elk Mtn ski resort - Forest City, PA -

2012 - 2014

Managing front end, fundraisers, designing season passes and seasonal brochures, organizing bands and special events, money handling, appropriating funds for different programs, correspondence between different charities, etc.

### **Night manager**

FFCAS - Honesdale, PA -

2009 - 2014

Emergency medical service, taking messages for doctors/emergency personnel, dispatching officers and emergency personnel to accidents and or traffic stops. Data entry, radio communications, dispatch, message taking, log keeping.

### **Bookkeeper**

Ostrander Construction and Design/Stables/Photography - Beach Lake, PA -

2008 - 2009

Reconciling, accounts receivable/accounts payable, payroll, billing, data entry

### **Waitress**

WOODLOCH PINES RESORT - Hawley, PA -

2008 - 2009

Waitressing, food prep, banquet work, table set up.

### **Author**

Anchor books -

2002 - 2008

Published 4 Times.

### **Server/closer**

Quality foods served fast - Honesdale, PA -

2006 - 2007

Food service.

**Attendant/therapist**

Northeast holistic health - Lords Valley, PA -

2003 - 2006

Front end, money handling, waxing, tanning bed, hydrotherapy, massage, paraffin dip.

**Produce Associate**

Weis Markets - Lords Valley, PA -

2003 - 2005

Displays, replenishing, cleaning and weighing items, stocking and restocking

**Brand Ambassador**

Maybelline USA (Falsies mascara campaign) -

2008

I was hired for a short campaign for falsies mascara in conjunction with different stores.

**EDUCATION**

**Some college in General studies**

Northampton Community College - Stroudsburg, PA

**High school in High school**

Wallenpaupack Area High School - Hawley, PA

**SKILLS**

Data Entry, Filing, Copier