

DOROTHY EDWARDS

1220 Cambridge St. #66
Hopkins, MN 55343
952-933-0671

OBJECTIVE

To obtain a position where I may utilize my skills and education in a company, to provide excellent customer service as well as high standard of work.

QUALIFICATIONS

Ability to learn quickly	Computer literate
Account Receivable	Phones
Work well unsupervised	Scheduling
Collection	Typing
Attentive to detail	Customer Service
Good organizational skills	Prioritize heavy workload

EXPERIENCE

07/98-07/09 Everton Davis Trucking – Minneapolis, MN

Office Assistant

- Opening mail and filing
- Scheduled appointments and greeted customers
- Inputting information in database
- Accurate typing
- Possessed good time management and listening skills

01/93-05/98 Earnestine Catering – Minneapolis, MN

Manager/Scheduler

- Directing daily operation of the restaurant
- Make sure all employees performed their job responsibilities
- Demonstrated good relational and people skills
- Coordinated the restaurant business plan
- Established good cash calculation
- Increased new customer sales 8% by good performance

03/86-05/92 Dorothy's Daycare – Chicago, IL

Daycare Provider

- Maintained a clean , orderly daycare
- Prepared snacks and meals
- Feeding children and modeling table manners
- Planning and implementing daily program
- Helping children think creatively and solve problems independently
- Build self esteem and help children discover new things daily
- Encourage children to respect themselves and others

EDUCATION

- 2008-2009 **Degree- Paralegal**
National American University- Brocklyn Center, MN
- 1979-1981 **Certificate- Food Management**
Sauk Area Career Center – Chicago, IL.
- 1984-1985 **Diploma- Data Entry and Word Processing**
Taylor Business Institute – Chicago, IL.