

ANGELA NICOLE WEEDEN

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Skills and Tools

Administrative Assisting
Data Entry
Reception Work
Microsoft EXCEL
Microsoft Word
Bricklaying
Reading a Tape Measure
Tape Measures
Computer Literate
Sales
Calculator

Fax
Multi-line Phone
Cash Handling
Food Preparation
General Office
Typing
Computer Operating
Microsoft PowerPoint
Windows
Carpentry Work
Steel-toed Boots

Communication Work
Internet Knowledgeable
Telemarketing
Copy Machine
Label Maker
Scanner
Cashier
Retail Sales

Work History

WAL-MART
DELI ASSOCIATE
BOWLING GREEN, MO
04/2013 - 04/2014
TO PREPARE AND SERVE FOOD. ASSIST CUSTOMERS. USE A CHICKEN ROTISSERIE OVEN, FRYER, AND MEAT AND CHEESE SLICERS. UTILIZE A COMPUTER SYSTEM FOR TRACTING FOOD TEMPERATURES AND REQUIRED CLEANING. TO CLEAN ALL EQUIPMENT AND TOOLS AT THE END OF THE DAY.

U. S. Navy
Seaman
Great Lakes, IL
10/2012 - 12/2012
Basic Training for the U. S. Navy, I was given an Entry Level Separation for medical reasons.

Wal-mart
Sales Associate
Hannibal, MO
11/2011 - 09/2012
I was the Sales Associate in the Tire and Lube Express center of Wal-mart. I dealt with helping the customers find items, place workorders for their cars in the computer, and answer the telephone. Left Wal-mart to enlist in the U. S. Navy.

Mark Twain Casino
Table Games Dealer
La Grange, MO
09/2010 - 08/2011
I was responsible for dealing the table games and interacting with the customers to keep them engaged. I also was responsible for the money that was at my table. Left the casino for personal reasons.

Swiss Colony Data Center
Sales Representative 1
Hannibal, MO
11/2009 - 04/2010
I was responsible for placing customers orders in the computer while conversing on the telephone, as well as looking up customer information and resolving minor problems. I left due to it being seasonal employment and personal reasons.

Southern Adventist University
Collegedale, TN

Receptionist

09/2006 - 12/2007

I was responsible for assisting teachers and students in the department as well as answering the telephone. Left employment when I left the university.

Education

High School Diploma

Redwood Adventist Academy Santa Rosa, CA, United States

Graduated: 06/2006