50 SW 2ND Street
Chehalis, WA 98532
(360)880-6639
eckerson.t@yahoo.com

**OBJECTIVE**

To obtain a career in the business administrative field.

**EDUCATION**

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| WF West High SchoolChehalis, WA | Diploma | GraduatedJune 2005 |
| Centralia Community CollegeCentralia, WA | Associate in Technical ArtsBusiness Administrative, Management Emphasis | GraduatedDecember 2014 |

**WORK EXPERIENCE**

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| **MANAGER****WENDY’S** | **June 2005 – August 2007Chehalis, WA** |
| My obligations as a Manager are as followed:* Maintaining the highest level of quality customer service
* Following all rules and regulations established by the Health Department and keeping my Food Handlers permit up to date
* Being a trustworthy employee so that I was entrusted with a key to the store, a key to the safe, and password for the alarm system
* Handling money and making daily bank deposits
* Counting daily, weekly, and monthly inventory
* Creating Schedules for up 20 or more employees weekly
 |
| **STORE CLERKKMART** | **September 2005 - December 2005Chehalis, WA** |
| My Obligations as a Store Clerk are as followed:* Maintaining the highest level of quality customer service
* Keeping customers informed of daily deals, credit card offers, and changes to the store
* Maintaining a clean and stocked checkout line
 |
| **RECEPTIONISTH&R BLOCK** | **February 2006 – April 2006Chehalis, WA** |
| My Obligations as a Receptionist are as followed:* Answering phones
* Making appointments for clients
* Answering basic tax related questions for clients
 |
| **SORTER OPERATORMICHAEL’S D.C.** | **August 2007 - December 2011Centralia, WA** |
| My Obligations as a Sorter Operator are as followed:* Keeping nine miles of conveyor belts moving and jam free
* Programing store numbers to their specific trailers
* Effectively communicating with managers throughout the building via phone and radio
* Having knowledge of basic computer programs like Excel and Microsoft Word
* Staying organized and paying attention to detail in a fast pace, high stress, work environment
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| **KENO RUNNERLUCKY EAGLE CASINO** | **January 2008 – March 2008Rochester, WA** |
| My Obligations as a Keno Runner are as followed:* Follow the rules and restriction put in place by the Washington State Gambling Commission
* Pay close attention to detail and stay organized
* Maintain the highest level of quality customer service
 |
| **CASHIER/COOKCARL’S JR** | **February 2012 – April 2012Chehalis, WA** |
| My obligations as a Cashier/Cook are as followed:* Maintain the highest level of quality customer service
* Pay close attention to detail
* Following all rules and regulations established by the Health Department and keeping my Food Handlers permit up to date
* Staying calm and organized in a fast pace, high stress work environment
 |
| **JANITORFRED MEYER WAREHOUSE** | **April 2012 - September 2012Chehalis, WA** |
| My obligations as a Janitor are as followed:* Following the rules and regulations set by The Occupational Safety and Health Administration
* Following a strict hourly schedule while paying close attention to detail
* Constantly moving and being able to lift heavy objects
* Following rules and regulations regarding industrial equipment
* Keeping and clean and safe work environment
 |
| **WAITRESS/COOKBILL & BEA’S DRIVE THRU** | **May 2014 – PresentCentralia, WA** |
| My obligations as a Waitress/Cook are as followed:* Following all rules and regulations established by the Health Department and keeping my Food Handlers permit up to date
* Maintain the highest level of quality customer service
* Keeping and clean and safe work environment
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