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

**OBJECTIVE**

To obtain a career in the business administrative field.

**EDUCATION**

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| WF West High School Chehalis, WA | Diploma | Graduated June 2005 |
| Centralia Community College Centralia, WA | Associate in Technical Arts Business Administrative, Management Emphasis | Graduated December 2014 |

**WORK EXPERIENCE**

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| **MANAGER** **WENDY’S** | **June 2005 – August 2007 Chehalis, 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 CLERK KMART** | **September 2005 - December 2005 Chehalis, 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 | |
| **RECEPTIONIST H&R BLOCK** | **February 2006 – April 2006 Chehalis, WA** |
| My Obligations as a Receptionist are as followed:   * Answering phones * Making appointments for clients * Answering basic tax related questions for clients | |
| **SORTER OPERATOR MICHAEL’S D.C.** | **August 2007 - December 2011 Centralia, 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 RUNNER LUCKY EAGLE CASINO** | **January 2008 – March 2008 Rochester, 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/COOK CARL’S JR** | **February 2012 – April 2012 Chehalis, 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 | |
| **JANITOR FRED MEYER WAREHOUSE** | **April 2012 - September 2012 Chehalis, 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/COOK BILL & BEA’S DRIVE THRU** | **May 2014 – Present Centralia, 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 | |