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|  | 🞂Justina Melin  1184 US Hwy 12 Chehalis, WA. 98532  Phone: 360-523-8998  E-mail: jmelin07@yahoo.com |

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|  | Objectives  To obtain a position as a team-player in a people-oriented organization such as your company. I can provide and maximize my customer-service experience in an involved and challenging environment. I'm seeking a position in a business, office, or school environment. Where there is a need for a variety of tasks, such as, computer knowledge, organizational abilities, and business intelligence. I'm a hard, out-going individual and know that I would be a great asset to the company.  Education  High School Diploma, 2007  Experience   * **MLT Construction LLC., Office Manager** * **Duties:** Accounts payable and receivable, financial reporting, quarterly reporting, payment processing, financial statement preparation. Answer multi-line phones, faxing emailing, marketing and assisting in estimates or bids. * **Dates:** 10/2011-08-2018 * **Employer Address:** 128 Profit Rd. Centralia, WA. 98531 * **Number:** (978) 483-8257 **Email:** Carolec2000@hotmail.com * **Start & End Pay:** $10.00-$15.00 * **Supervisor:** Carole Connolly * **Silverado Senior Living, Caregiver** * **Duties:** Cared for six Dementia/Alzheimer residents with daily activities, such as bathing and bathroom functions, feeding, grooming, and housework. * **Dates:** 05/2008-10/2011 * **Employer Address:** 1500 Borden Rd. Escondido, CA. 92025 * **Phone Number:** (760) 737-7900 * **Start & End Pay:** $10.00 * **Supervisor:** Melissa & Marcia |

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