

Jackie Wright
2222 Second Street
Kalamazoo, Michigan 49007
(269) 555-1222 jakiewright16@compweb.com

SKILLS/ABILITIES

Computer Skills

- Experienced in all Microsoft Office Software Applications
- Prepared weekly inventory reports using office database and spreadsheet software and submitted to supervisor for *Custom Sub*
- Served as treasurer of high school Drill Team for two years and tracked all financials using MoneyTracker software

Customer Relations

- Assisted restaurant customers in taking and filling orders
- Submitted orders to chef and delivered orders to customers
- Responsible for opening and closing the store on the weekends at *Custom Subs*

Communications

- Communicated all orders to chefs with accuracy to minimize waste
- Wrote articles about Drill Team for high school newspaper

WORK HISTORY

Counter Assistant <i>Custom Subs</i> , Kalamazoo, MI Summers and after school	June 2014-present
Counter Assistant <i>Pizza on the Go</i> , Kalamazoo, MI Summers	June 2012-June 2014

EDUCATION

Graduate <i>Oak High School</i> , Kalamazoo, MI	June 2014
Student <i>Kalamazoo University</i> , Kalamazoo, MI August 2014 - Present	