

Nancy Jones

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QUALIFICATIONS SUMMARY

- Over 3 years Customer Service experience in a retail environment.
- Proficiency with Microsoft Word and Excel
- Demonstrated ability to successfully work with the public
- Good organizational skills and attention to detail

EDUCATION

Luzerne County Community College

Nanticoke, Pennsylvania

A.A.S. Business Management Technology, (month, year)

GPA 3.8

AWARDS

(optional)

President, Student Government Association, (year – year)

Dean's List, (Semester, year), (Semester, year)

EXPERIENCE

Year - Present

Boscov's Department Store, Wilkes-Barre, PA

Sales Associate

Provide customer service and sales assistance in Women's Fashion department.

Year - Year

Blue Wireless, Scranton, PA

Cellular Sales

Was responsible for sales, billing, customer service, and resolving technical problems with cell phones.

VOLUNTEER

EXPERIENCE

(Optional)

Community Reading Day, (year – year)

United Way Campaign, (year)

PROFESSIONAL

MEMBERSHIPS

(Optional)

Student Business Leaders Association

Service Leaders of America, Wilkes-Barre Chapter