Julia D Pope

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**Summary**

I have experience working in a fast paced restaurant in several positions, including cashier, hostess, server assistant, cook, and sales associate. I have worked with the public in several other positions as a custom framer, Laundromat associate, bakery associate, and a merchandise flow lead at bath and body works. I have also worked extensively in clerical duties, namely working in Excel and Office. Through this I have gained knowledge to be a fast, competent, efficient, great problem solver, and hard worker.

**Work History**

**Positronic Industries 2013 - October**

Worked as a Customer Service Representative for PosiShop. My duties included maintaining paper work, graphs, generating graphics, maintaining and updating the website, interacting with customers, answering phones, technical problem solving, and project completion duties.

**Fruit Cake & Jelly Kitchen (COFO WORK STUDY) 2012 - December**

Part of my work study through College of the Ozarks, I worked as an associate. My duties included interacting with the public, maintaining a clean environment, handling money, following instructions for synthesizing product, and keeping a friendly happy atmosphere.

**Bath & Body Works 2011 - 2012**

Worked as a sales associate, my duties included money handling, product flow, customer interaction, selling product, and working at a fast and efficient pace.

**Laundromat(COFO WORK STUDY) 2011 - 2012**

Part of my work study through college, I worked as an associate and key holder. My duties included interacting with the public, maintaining a clean environment, upholding standards for work, working in a team, and enacting a routine for safety.

**Michael's Arts & Crafts Store 2011 - 2012**

Worked as a custom framer, my duties included maintaining a standard of product, clean work environment, working as a team, project problem solving, customer interaction, and money handling.

**Keeter Center Restaurant(COFO WORK STUDY) 2009 - 2011**

Part of my work study through college, I worked as a cashier, server assistant, cook, bakery sales associate, and hostess. My duties included interacting with the public, keeping a friendly environment, working diligently and at a fast pace, handling money, and upholding a high standard of product and appearance.

**Education**

Completed BS Liberal Art: Computer Art & Ceramics (GPA 3.6), 2012

Graduated 8th in class Reeds Spring High School, 2008

**Areas of Special Interest/Skills**

Typing (95 WPM), coding HTML for websites, and freelance art work.

6+ years experience in Photoshop & Illustrator.

14+ years experience in Microsoft Word, Excel, and PowerPoint.