

308 Beachcomber Dr. Rocklin, CA 95677 | (916)616-1290 | bethbbjohnson@aol.com

- I am a friendly, loyal and clearly dedicated individual who has ambition to succeed in any given environment. Although I have extensive experience in Office Management and in the Warehouse Industry, I love to learn and am always up to a challenge whatever the situation. I get along well with others, whilst also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer.

1989-1991 SIERRA COLLEGE/ROCKLIN, CA

- Emergency Medical Technician Certification
- 10 years Management experience- Office Manager
- 10+ years Warehouse experience- Team Leader/Material Handler
- Ability to handle multiple demands for commitment of time, energy and resources
- Exhibit self-motivation and a positive attitude

BANQUET SERVER | WOODLAKE HOTEL-SACRAMENTO, CA | 10/2012- PRESENT

- Set up tables for Banquet Service, Serving food and beverage, Clean up and Tear-down.

OFFICE MANAGER | MICROPURE-BENICIA, CA | 03/2001- 06/2011

- Scheduled daily appointments for Service Technicians, Sales, Customer Service, Inventory, Stocking and receiving of freight.

**MATERIAL HANDLER/ ACE HARDWARE RETAIL SUPPORT CENTER-ROCKLIN, CA
12/1988- 11/1999**

- Operated Forklift, Filled orders, Stocking, Inventory, Receiving freight and the training of employees to department