

# ***Nancy C Hagdon***

700 Vallejo Ave. #129 Roseville, CA 95678 949-291-1624 Email: [hagdonnancy@yahoo.com](mailto:hagdonnancy@yahoo.com)

---

## **SKILLS**

- Detail oriented
- Word, Excel, Microsoft and PowerPoint, QS1
- Quickbooks, Quatropro, Etreby
- Multi-tasked
- Team Player
- Great Customer Service
- Apply information from one situation to other
- Order supplies
- Research
- 5 Years Awarded for Customer Service
- Collaborate or work with others on project
- Adapt to changing situations and needs
- Audit or balance financial information
- Billing
- Sales/Cashier
- Personal Assistant

## **PROFESSIONAL EXPERIENCE**

Nordstrom Rack	2013-Seasonal
Sales, Stocking, Customer Service, Men's & Women's Dept & Accessories, Lingerie, Kids, Shoes, Galleria, Ca	
Macy's Department Store	2013- Seasonal
Cosmetics, Beauty Advisor, Sales, Retail, Roseville Galleria Mall	
Robert Lombard	2012-2013
Personal Assistant, Bookkeeper, Dana Point	
The Medicine Shoppe Pharmacy	2001-2010
Manager, Customer Service, Sales, Bookkeeper , San Juan Capistrano	
The Village Cafe	1994-2000
Manager, Waitress, Catering, Private Parties, Car Shows	

## **EDUCATION**

- ROP, San Juan Capistrano, Medical Terminology Certificate 2007
- ROP, San Juan Capistrano, Dental Assistant Certificate 1& 2 08-09
- Orange Coast College, ROP Certificate Business Management 1992