

Nancy C Hagdon

700 Vallejo Ave. #129 Roseville, CA 95678 949-291-1624 Email: 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

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