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<u>EDUCATION:</u>	Liberty Christian High School, Huntington Beach, Ca- Graduated 2008 California State University, Long Beach, Long Beach, Ca- BA of English - Creative Writing/Film Minor in progress

<u>EXPERIENCE:</u>

6/09-Present	<u>Santa Monica Homeopathic Pharmacy – Santa Monica - Cashier/Customer Service</u> <u>Duties:</u> Ringing up customers using Point-Of-Sale program, Assisting customers in locating products, Answering phones and assisting customers with telephone orders, Stocking shelves while rotating and facing products, Performing upkeep of store and janitorial duties throughout the day
10/11-5/13	<u>Petsmart – Huntington Beach - Pet Care Associate</u> <u>Duties:</u> Complete care and supervision of small animals, fish, and birds, Recommending products to customers to best suit pet's needs, Running and maintaining register using Point-Of-Sale program, General cleaning and maintenance, Stocking, rotating, and facing products
1/11-4/11	<u>London Student – London, UK - Editorial Assistant</u> <u>Duties:</u> Writing and editing news, feature, and editorial articles for large student newspaper, Researching background information for articles, Interviewing the public for opinions, Working with local businesses and news agencies to obtain statements and press releases, Complete office support for Editor and staff
6/08-3/10	<u>Richard Jones Catering – Costa Mesa - Server</u> <u>Duties:</u> Loading and transporting food and supplies in a catering van, Set-up and tear-down of catering stations including full-service buffet and guest seating, Serving food to parties of up to 1000 guests, Bussing tables, Dishwashing and cleaning of industrial kitchen
6/05- 6/08	<u>Liberty Christian High School – Huntington Beach - Handyman</u> <u>Duties:</u> Moving and arranging classroom furniture, Assisting teachers and staff in daily tasks, Maintenance of campus facilities, Stocking vending machines, Janitorial duties