

**JACQUELINE EDWARDS**  
**252 S. BARNES APT. G**  
**GARLAND, TEXAS 75042**

EDWARDSJACQUELINE94@GMAIL.COM

214 881-8899

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### OBJECTIVE

To obtain a position that utilizes skills this will give me the opportunity to move up in the company and to inevitably retire from said company.

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### SKILLS

Word, Excel, Access, and Power Point

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### EDUCATION

#### DEGREE

**General Accountant Specialist**

**El Centro College 2012**

**Diploma**

**Richland College 2015 / 2016**

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### EXPERIENCE

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#### **LANE STAFFING DART SURVEYOR 2017**

We as a Staff went across the DFW Metroplex surveyed Dart passengers on trains and buses on a Daily base. Possible winning a chance to receive Free Dart Monthly passes.

#### **Wal - Mart, Sales Associate 2015 / 2016**

Selling merchandise on a daily bases. Making sure CD, DVD and TV's are placed out on the floor for customers to purchase. Ringing up items at the cash register. Cutting fabric from the sewing and fabric department

#### **OFFICE DEPOT, CASHIER 2014**

Count cash, accepted payments via cash and credit card and balanced cash drawer. Customer assistance while performing other office and clerical duties. Also maintained work area.

#### **El Centro, Departmental Assistant 2012 / 2014**

Facilitated new student orientation, tutored students and performed front desk duties.

#### **State Fair of Texas, Coupons Sales 2006 - Present**

Handled a heavy flow of cash daily. Worked open to close 7 days a week for 24 days. 10 year employee received award in Finance.

#### **Q&A Home Health Care, PCA 2007**

Assisted clients with everyday living needed. Maintained a clean and safe environment for the clients. Report and discuss any client's change to nursing supervisor.

#### **Bank Of America Senior Specialist 2011**

Responsible for answering customer service (incoming calls) and providing great customer service. Responsible for meeting daily deadlines on processing returned items for non-sufficient funds. Strong and verbal communication.