

Erin Keesee
422 Toronto Rd.
Azle, TX 76020

Cell 214-500-5928

Objectives:

To work in an organization with the opportunity for advancement.

EDUCATION

2000	EASTFIELD COMMUNITY COLLEGE Major: Interpreting for the Deaf	Mesquite, Texas
1999-2000	RICHLAND COMMUNITY COLLEGE Major: Interpreting for the Deaf	Dallas, Texas
1998	TARRANT COUNTY JUNIOR COLLEGE Spring Semester Basic Degree Work	Arlington, Texas
1994-1997	MARTIN HIGH SCHOOL Graduated with High School Diploma	Arlington, Texas

WORK EXPERIENCE

8/2014 to 12/2015 Goodwill of Fort Worth

Materials handler: Oversees the process of moving and distributing hazardous and non-hazardous materials. Also worked some as Life Skills Coach.

5/2013 - 10/2013 – Braums

Cashier, unloading trucks, stocked store, handled customer Complaints Ft. Worth, Texas

**11/2009 – 2/2010 – Service Champ
1178 113th St., Grand Prairie, TX 75050 972-647-4493** Grand Prairie, Texas

Order Puller

Cashier, stocker

3/2007 – 12/2007 Doc's Bar & Grill Muenster, Texas
113 N. Main, Muenster, TX 79457 940-759-3627

Waitress, Bartender, Cashier

Taking orders for tickets to concerts, sporting events, etc.; delivering and picking up tickets.

12/2000 – 11/2004 Law Offices of B. Bruce Johnson Dallas, Texas
12720 Hillcrest, Dallas, TX 75230 972-788-4610

Filing, photocopying, proof-reading and mailing a variety of legal documents including bankruptcy filings, foreclosures, citations, legal notices and motions. Entering mail room transactions using a program called ProLaw; photocopier maintenance, ordering office supplies, and general knowledge of computer applications.

Assistant Manager/Customer Service Representative/Trainer
Managing the public daily by handling orders, complaints, public relations with non-profit organizations, phone triage for problem solving and corporate issues.

Managed drivers, including routing and end of shift check out. Assigned employees daily tasks, assisted in preparation of store products.

Designed training program for computer software; trained new employees on store procedures and use of computer. Shift Runner/Customer Service.

HONORS AND ACTIVITIES

**Concert Choir, Drama Club, Volunteer at Nursing Home,
Girl Scouts, Deaf Club, Camping, Rock Climbing**

REFERENCES AVAILABLE ON REQUEST

I have been in Treatment through SAFEP with the Texas Department of Criminal Justice. I have been clean and sober since April of 2012. I currently am active in Narcotics Anonymous and have a sponsor.