

4 February 2009

Audrey Blacketer  
2010 Averitt Road  
Greenwood, IN 46143  
(317) 727-3278

To Whom It May Concern:

I would like to take this opportunity to introduce myself. In my resume, you will find information about my work experience. Although my experience and job history are important, they are only words on paper. Those words do not tell the whole story.

I am interested in a part-time position that will utilize my skills and result in improve productivity and efficiencies within your operations. My salary requirements are negotiable.

I welcome challenges and I am a fast learner. I have excellent organizational skills and an 'eye' for detail. I realize that no matter what the task, it takes both good employees and good managers to be successful. I work well independently or within a group of others. Overall, I understand the importance of being a team player.

Thank you for taking the time to review my resume. I look forward to hearing from you soon!

Sincerely,



Audrey Blacketer

*[Faint, illegible text at the bottom of the page, possibly bleed-through from the reverse side.]*

# **Audrey Blacketer**

2010 Averitt Road  
Greenwood, IN 46143  
(317) 727-3278  
[amblacketer@comcast.net](mailto:amblacketer@comcast.net)

## **Summary**

I am an outgoing, independent person who enjoys successfully accomplishing any challenges that come my way. I am a very detailed, organized, efficient worker, being successful at multi-tasking and handling many responsibilities at once to accomplish my goals. I also enjoy working with others to help achieve their goals, thus making the entire workplace a success.

## **Education and Qualifications**

*Graduate 2003, Whiteland Community High School*

- Completed Indiana Core 40 guidelines for graduation
- Three years of Spanish courses
- Four years of advanced placement English courses

Tested by *Manpower* Employment Agency in January, 2006

- Highly proficient in Microsoft Office applications including Word and Excel
- Highly proficient in data entry and proofreading
- Typing speed: 85 wpm

## **Work Experience**

*Teller, JPMorgan Chase Bank*

*April 2006-January 2009*

Duties involve all areas of customer service, including up selling additional services, as well as performing banking transactions. Daily activities consist of, but are not limited to, processing deposits and withdrawals, account transfers, credit card, installment loan and credit line payments, daily cash handling and balancing, maintaining customer privacy and confidentiality, answering and directing incoming phone calls.

*Executive Assistant, Sam's Drywall, Inc.*

*July 2005—April 2006*

Office management duties include filing, entering and organizing receipts into Quick Books Premiere 2005.

*Executive Assistant, Foley's Custom Concrete Finishing, Inc.*

*May 2005—April 2006*

Office management duties include answering phone, filing, faxing, invoicing, collections, banking, processing incoming and outgoing mail, accounts payable.

*Service Clerk / Beauty Advisor, Walgreen's Pharmacy*

*June 2001—August 2005*

Duties include all areas of customer service, daily cash handling, stocking shelves, resetting departments to corporate specifications, delegating responsibilities to fellow employees in my department.

## **Interests and Activities**

- Guitar player for five years, including three years of guitar lessons.
- Music and guitar teacher to multiple students.
- Devote 70 hours a month to a worldwide Bible educational work.

**References**

Donald Foley, President of Foley's Custom Concrete Finishing, Inc.  
(317) 535-8286 (office)

Maren Swhear, Co-Volunteer of Bible educational work  
(317) 412-4833 (mobile)

Jessica White, Sales and Service Associate of Chase Bank  
(317) 956-6577 (mobile)