

Cheri Russell

Seeking an Associate of Applied Science degree at Northland Pioneer College. Plans to transfer to Grand Canyon University for Bachelor's degrees.

609 W. Elm St.
Winslow, AZ 86047
(928) 289 - 6745
crussell11@mail.npc.edu

EXPERIENCE

Winslow High School, 600 E. Cherry St., Winslow, AZ 86047 — Paraprofessional

JULY 2017 - DEC 2017

- *Assisted students with special needs, physical and mental disabilities
- *Coordinated instructional efforts with classroom teacher
- *Observed students' performance and recorded data to assess progress
- *Communicated with Supervisors, Peers, or Subordinates
- *Organized, Planned, and Prioritized Work

Lawrence Merchandising, 1405 Xenium Lane N. Suite 250, Plymouth, MN 55441 — Field Service Representative

OCT 2011 - MAR 2012

- *Verified proper assembly of display models
- *Set product displays, set merchandising displays, attached POP, applied IRCs,
- *Confirmed correct display models are set
- *Performed routine maintenance on products

Arby's Restaurant Inc., 400 Mikes Pike, Winslow, AZ 86047— Shift Manager

OCT 2009 - JUL 2010

- *Compiled and balanced cash receipts
- *Financial responsibilities: cash handling, deposit preparation, and payroll
- *Personnel actions: hiring and firing staff, providing employee orientation and training, conducting supervisor activities, creating work schedules or organizing employee time sheets

Denny's Restaurant, 410 Mikes Pike, Winslow, AZ 86047— Hostess/Door Greeter

MAY 2009 - FEB 2010

- *Financial responsibilities: cash handling, deposit preparation, and cashing out orders
- *Resolve customer complaints regarding food service
- *Resolving Conflicts and Negotiating with Others

EDUCATION

SKILLS

- * Experience with: Medical Billing, Computer laser printers, Laptop computers, Microsoft Excel, Microsoft Office software, Microsoft PowerPoint, Microsoft Word, Internet, email
- * Displays excellent time management with high attention to detail
- * Works effectively as a team member
- * Strong attention to detail, customer service and listening skills; highly motivated, creative and flexible
- * Possess effective planning, organizational, communication, presentation and interpersonal skills
- *Skills in website design, poster design, digital art, and digital advertising

ACKNOWLEDGEMENTS

Winslow Arts Council

01/2014-09/2018: Member and Chairperson

Winslow Head Start Parent Council

08/2014-05/2016: Vice Chairman/Chairman

Winslow Girls Scouts Troop 259

10/2016-10/2018: Parent volunteer

Phi Theta Kappa Honor Society

12/12/2016-Current: NPC volunteer

Winslow Sweetland Community Garden

02/2017-10/2017: Community volunteer

Winslow Elks Lodge #536

02/17/2018-04/01/2019: Member

**Winslow High School, 600 E. Cherry St., Winslow, AZ 86047 —
*High School Diploma***

JULY 2005 - MAY 2009

Basic Skills and Developmental/Remedial Education, General

**Northland Pioneer College, 1400 E. Third St., Winslow, AZ 86047
— *Associate's of Arts/Associate's of Business***

JUNE 2016 - PRESENT

Pursuing a degree 44/64 credits

CERTIFICATES

Basic Life Support: May 2017 -
2019

Basic First Aid: May 2017 - 2019

REFERENCES UPON REQUEST