

Susan Bohn

3103 2nd Street, Emmetsburg, IA 50536 – 712-922-4248

Objective To obtain a position in a restaurant or clerical setting.

Experience **Assistant Manager**

Second Hand Thrift Store, Emmetsburg, Iowa

January 2006 –August 2017

Opening and closing the store

Sorting, tagging, and hanging clothing

Providing customer service & answering phone

Cashiering and check-out

Light cleaning duties

Counting money at the end of the day

Preparation Assistant

Deja Brew (Temporary Paid Internship), Emmetsburg, Iowa

October 2017 – November 2017

Making drinks and baking baked goods

Getting supplies ready and organizing

Light cleaning duties

Preparation Assistant

Homestead Country Store (Temporary Paid Internship), West Bend,
Iowa

December 2016 – December 2016

Pricing and labeling goods

Shelving and organizing displays

Greeting customers

Administrative Assistant

SMARTS (Temporary Paid Internship), Emmetsburg, Iowa

October 2014 – November 2014

Copying, scanning, filing, and shredding

Clerical work

Education**High School Diploma**

Emmetsburg High School, Emmetsburg, Iowa
1986

Job Training Certificate from the VESS Program

Iowa Central Community College, Fort Dodge, Iowa
1987-1989

References

Josiah Schmidt – Horizons Employment Director – (712) 852-2211 ex.106

Liz Mammen – Former Owner, Second Hand Thrift Store – (712) 852-4404

Liz Hoppe – Owner/Manager, DejaBrew - (712) 415-1182

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]