

# Natalie Peterson

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## PROFILE

A hard working, energetic, self-starter with a track record of exceptional performance in increasing levels of responsibility. Skilled in the following areas:

- **Records Management**
- **Inventory**
- **Monetary Transactions**
- **Customer Service**
- **Data Entry**
- **MS Office Suite**
- **Cashiering**
- **Office Equipment**
- **Janitorial**

## EXPERIENCE

### **Sales Associate**

Paper Warehouse, Aurora, CO

5/02 – 9/03

- Recognized for exceptional performance
- Trained 5 new sales associates over the course of 6 months.
- Offered Assistant Manager position for exceptional performance
- Reconciled all daily cash flows for a year with 100% accuracy

### **Sales Associate**

Student Book Store, Aurora High School, Aurora, CO

901-05/02

- Managed all bookstore functions to include inventory, accounts payable and sales
- Provided exceptional customer service and all customer interface for product ordering.

### **Administrative Assistant**

Denver Regional Employment Center, Aurora, CO

5/00-5/02

- Handled incoming calls for a regional employment Center serving portions of 9 states.
- Provided computer and administrative support for 2 major job fairs involving more than 25 major companies in the Denver Metropolitan Area.
- Provided data entry for several hundred customer files

### **Child Care Provider**

Aurora, CO

5/98-5/02

- Provided evening and after school child care for more than 10 families
- Retained 100% of child care accounts and grew additional accounts at the rate of 25% annually
- Provided exceptional care for more than 25 young children without any accidents or incidents.

## EDUCATION

### Aurora High School

Graduate May 2004