

**Lisa M. Rhodes**  
**813 Lava Court - Denver, CO 81613**  
**Home: (413) 643-2173 (leave message)**  
**Cell: (413) 442-1659**  
**lrhodes@netcom.net**

### **Objective**

Sales-oriented position in a retail sales or distribution business.

### **Skills and Abilities**

- **Communications** -- Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
- **Interpersonal Skills** -- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.
- **Flexible** -- Willing to try new things and am interested in improving efficiency on assigned tasks.
- **Attention to Detail** -- Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- **Hard-working** -- Throughout high school, worked long hours in strenuous activities while attending school full-time. Often managed as many as 65 hours a week in school and other structured activities while maintaining above-average grades.
- **Customer Service** -- Routinely handled as many as 500 customer contacts a day (10,000 per month) in a busy retail outlet. Averaged lower than a .001 percent complaint rate and was given the "Employee of the Month" award in second month of employment. Received two merit increases.
- **Cash Sales** -- Handled more than \$2,000 a day (\$40,000 a month) in cash sales. Balanced register and prepared daily sales summary and deposits.
- **Reliable** -- Excellent attendance record; trusted to deliver daily cash deposits totaling more than \$40,000 a month.

### **Education**

Franklin High School, 2001-2004. Classes included advanced English. Member of award-winning band. Excellent attendance record. Superior communication skills. Graduated in top 30 percent of class.

### **Other**

Active gymnastics competitor for four years. Learned discipline, teamwork, how to follow instructions and hard work. Ambitious, outgoing, reliable and have solid work ethic.