Heaven Flowers

**Now you can upload your resume directly to** [**Monster**](http://www.monster.com/) **using Word 2007 and higher!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

50 E. Market St.

 Salinas, CA , 93901

(831)794-9580

Hvnflwrs@yahoo.com

Work Experience

|  |  |
| --- | --- |
| George S Chung Realtors | 4/2002 - 12/2002 |

Receptionist

Sending and receiving mail, faxing and filing of documents, data input, greeting customers….etc…

|  |  |
| --- | --- |
| Kmart | 4/2003 – 8/2003 |

Cashier

Customer relations, cash handling, bagging

|  |  |
| --- | --- |
| Avon | 4/2002 – 12/2003 |

Sales Representative

Customer service, ordering/ receiving and delivery of product, cash handling, sales

Education

|  |  |
| --- | --- |
| Hartnell, Salinas, CA | 7/2008- current |

AA in Admin. Just.

Achievements/Awards

Secretary of hartnell college BSU

Skills

List computer, language or other personal skills here