

Jared Bridge

Objective To apply my computer and organizational skills at an exciting fast-paced work environment.

Work Experience Trade Secret , Asheville, NC, 828-299-3363
Beauty Advisor, October 2008 – April 2009
Reference: Wendy Helmig, store manager 828-299-3363

Trade Secret / Pure Beauty, Manchester, NH, 603-634-4422
Administrative Specialist, January 2008 – August 2008
Reference: Tiffany Plagenza, supervisor 603-289-9639

- Bookkeeping of sales, including daily summary reports.
- Maintained and filed sales records and Style Club cards.
- Reception of both walk-in customers and incoming calls.
- Responsible for weekly on-hand inventory reconciliation.
- Point-of-purchase layout and upkeep.
- Replenished stock with incoming shipments.
- Organized appointment calendar for five stylists.
- Handled cash-register sales and final transactions.
- Achieved the highest sales and most Style Clubs sold.
- Given responsibility of opening and closing the store.

Hair Cosmopolitan, Manchester, NH, 603-647-9500
Key Holder / Receptionist, September 2007 – January 2008
Reference: Mel Hammes, supervisor 603-647-9500

- Similar job responsibilities as Trade Secret

Work N' Gear, Nashua, NH, 603-891-0117
Key Holder / Receptionist, June 2007 – September 2007
Reference: Darla Vashio, supervisor 603-891-0117

- Opened and secured/closed the retail store.
- Bookkeeping twice-daily of sales totals and drawer and frequent customer totals.
- Made nightly bank deposits.
- Closing corporate sales orders including setting up their purchase accounts.
- Provided customer service and conflict resolution.

Shaw's Supermarkets, Derry, NH, 603-432-9592
Various promotions from August 2005 – July 2007
Reference: Human Resource Manager, 603-432-9592

Education Pinkerton Academy, Derry, NH, Graduated 2007

Personal References

Keri Hyatt: 828-280-0819

Kim Mofet: 603-479-9877