

Kathleen N. Heisler

1922 Main Street
Lexington, MO 64067
(660) 909-8855
knh98510@cmsu2.cmsu.edu

Profile

I am a friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. I love to learn, and am always up to a challenge. I get along well with others, while also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer.

Education

2003-Present

University of Central Missouri, Warrensburg, MO
Bachelor of Science Degree in progress
Major: Photography
Minor: Graphic Arts

1999-2003

Lexington High School, Lexington, MO
High School Diploma
Class Rank: 19
Drum Major, Marching Band 2003
John Philip Sousa Award Winner
Captain, JV Academic Team

Work Experience

Apr 2006-Present

Cashier for Wal-Mart (Warrensburg, MO)
•Assist customers at the check out lane
•Supervise the Self-Check lanes
•Answer store phone and direct calls to proper departments
•Assist other departments with zoning and returns

Dec 2000-Apr 2006

Shift Manager, Cashier for Save-A-Lot (Lexington, MO)
•Supervised cashiers
•Managed the computer database of merchandise
•Prepared reports of the days sales
•Answered store phone (customer assistance and taking messages)
•Assisted customers at the check out lane
•Stocked shelves
•Unloaded trucks
•Store maintenance

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Work Experience Continued

Mar 2004-May 2004

Cashier for UMC Bookstore (Warrensburg, MO)

- Assisted customers at the check out lane
- Helped with rental returns and book buy-backs

Additional Skills

- Photography
- Graphic Design
- Vocal Music
- Instumental Music (flute)

Refrences

*Available upon request