

Eileen Tambor

1020 SW Clarandon Drive
Portland, Oregon 97894

503-389-7540
tambor44@home.com

OBJECTIVE

Customer Service Representative

QUALIFICATIONS

CUSTOMER SERVICE

- Received "Outstanding Customer Service Award of the Year"
- Dealt with up to 100 customers daily
- Assisted customers in locating merchandise and making purchasing decisions
- Increased monthly sales approximately \$1,000 by utilizing add-on sales techniques
- Demonstrated interest in customers by carefully listening for their key concerns and resolving their problems
- Effectively handled irate customers and complaints in a friendly, patient manner

MERCHANDISING/MARKETING

- Assisted manager in analyzing sales and marketing trends for purchasing seasonal merchandise
- Designed creative window and in-store displays to increase sales
- Created innovative promotional materials
- Stocked, priced, and inventoried merchandise

ADMINISTRATIVE

- Produced daily, weekly, and monthly sales reports
- Balanced cash drawer with consistently high level of accuracy

EMPLOYMENT HISTORY

Retail Associate – Nordstrom's, Portland, OR, 1999-2001

Retail Sales Representative – Wal-Mart, Newport, OR, 1998-99

Waitress – Mo's Restaurant, Newport, OR, 1996-97

EDUCATION AND TRAINING

Numerous seminars on Sales and Customer Service

A.A.S., Graphic Design - Portland Community College, will graduate June, 2003

Objective Statement Resume Customer Service

EW Minium



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The Complete Idiot's Guide to the Perfect Resume, 5th Edition Susan Ireland, 2010-01-05 Resum revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resum s preparation is different than even a few years ago This new edition has changed with the times focusing on what s most important in an electronic resum Full of successful resum samples and cover letters the book also focuses on the key words and phrases that will bring readers resum s to the top of the HR pile More than 100 samples of real life resum s and cover letters many of them new Founded in real life experience without the rigid resume writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens *The Complete Idiot's Guide to the Perfect Resume* Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience Soft Skills K Alex, 2009-07 This book Soft Skills is like a companion guiding the students young men and women at every step in the job market and corporate personnel Soft Skills have become absolutely essential both for the growth and success of an individual as well as the organization **Writing a Perfect Résumé and Cover Letter:** Justin Chamberlain, 2025-06-24 Writing a Perfect R sume and Cover Letter Your Toolkit to Create Your Own Professional CV to Land Your Dream JOB In today s competitive job market crafting a winning resume and cover letter has become more crucial than ever A well crafted application can be the key to unlocking exciting career opportunities and landing your dream job As the landscape of job seeking evolves it s essential to stay informed about the latest trends and strategies to stand out among the competition Here Is A Preview Of What You ll Learn Understanding the Role of a Resume and Cover Letter Identifying Your Target Audience and Customizing Your Resume Crafting an Engaging Introduction to Grab Attention Emphasizing Transferable Skills for Career Changers Incorporating Keywords and Industry Specific Terminology Formatting Tips for an Aesthetically Pleasing Resume Creating an Eye Catching Header and Professional Contact Information Organizing Your Resume Sections for Maximum Impact Optimizing Your Resume Length and Font Selection Adding a Professional Summary or Profile Statement Showcasing Education Certifications and Training Including Relevant Projects and Freelance Work And Much much more Take action now follow the proven strategies within these pages and don t miss out on this chance to elevate your mindset to new heights Scroll Up and Grab Your Copy Today **The Job Seeker's Script** Judith Humphrey, 2023-05-16 The Job Seeker s Script stands out in a crowded field of career advice literature Whether you re looking to move up in your firm or searching for a position elsewhere this book will show you how to tell your story persuasively at every stage of your professional journey As a job seeker you will discover how to create a clear powerful script that inspires your listeners gains their support and lands you that dream job The centerpiece of this book is the HIRE scripting template You can use it to successfully structure every chapter in your story from networking conversations and

elevator pitches to resumes and cover letters to interviews You will also learn how to portray yourself as the central character in your story speak with compelling language rehearse for each interview and deliver with a strong confident presence The Job Seeker s Script is distinguished by its wealth of examples drawn from author Judith Humphrey s deep experience in the field of communications Learn from this book how to craft a narrative that will ensure your destiny as a standout performer and successful job candidate

The Perfect Resume for the 21st Century Pasquale De Marco,2025-08-13 The Perfect Resume for the 21st Century is the ultimate guide to writing a resume and cover letter that will get you noticed by employers Written by a team of career experts this book covers everything you need to know from choosing the right format and fonts to highlighting your skills and experience in the best possible light Whether you re a recent graduate or a seasoned professional The Perfect Resume for the 21st Century has something for you This book will teach you how to Write a resume that is tailored to your specific career goals Craft a cover letter that will make employers want to learn more about you Network effectively and build relationships that can lead to job opportunities Use LinkedIn to your advantage in your job search Interview with confidence and negotiate the best possible salary With its practical advice and real world examples The Perfect Resume for the 21st Century is the only resource you need to land the job you want In today s job market it s not enough to simply have a resume and cover letter You need to have a strong online presence and be able to network effectively The Perfect Resume for the 21st Century will teach you how to do all of these things and more With The Perfect Resume for the 21st Century you ll learn how to Create a professional LinkedIn profile that will attract recruiters Use social media to your advantage in your job search Build relationships with people in your industry Attend industry events and meet potential employers Network online and offline Networking is one of the most important things you can do in your job search It can help you learn about new job openings get your foot in the door at companies you re interested in and build relationships with people who can help you advance your career The Perfect Resume for the 21st Century will teach you how to network effectively both online and offline You ll learn how to Identify potential networking opportunities Make a good impression at networking events Build relationships with people in your industry Use social media to network Follow up with people you meet Networking can be a daunting task but it s essential for career success The Perfect Resume for the 21st Century will give you the tools and confidence you need to network effectively and land the job you want Don t wait any longer to start your job search Order your copy of The Perfect Resume for the 21st Century today and start writing the resume and cover letter that will get you noticed by employers If you like this book write a review

Resume Mastery Rosalind Kincaid,AI,2025-02-28 Unlock your career potential with Resume Mastery a comprehensive career guide designed to transform your resume from a mere summary into a powerful marketing tool This book delves into the evolution of resumes highlighting how they ve transitioned from simple qualification lists to sophisticated branding documents Understand the critical role of Applicant Tracking Systems ATS and learn how to strategically incorporate

keywords to enhance your resume's visibility Discover how tailoring your resume is key to making a strong first impression and securing interviews in today's competitive job market directly influencing your long term career trajectory The book takes a step by step approach starting with the fundamentals of effective resume writing including formatting language and content selection It then progresses through various resume types and the art of crafting compelling accomplishment statements A unique aspect of this book is its focus on the psychological elements of resume creation exploring why certain elements resonate more effectively with recruiters Resume Mastery not only provides the how but also the why behind resume best practices supported by industry data case studies and insights from recruiters Equip yourself with the knowledge and tools needed to create a resume that not only showcases your skills and experience but also aligns with your career goals ultimately leading to job search success and salary negotiation advantages Killer Cover Letters and Resumes WetFeet (Firm),WetFeet,2014 BUSINESS COMMUNICATION Dr. Seema Zagade,Dr. Gauri Dhingra,R. Gomathy,Dr. S. Saravanan,Dr. M. Abirami, *Resume Writing Secrets* Anthony Ekanem,2016-10-15 Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority There are all sorts of ways you can go about crafting a resume that works but there is no magic formula for a resume that will work all the time The choice really is up to you how you put together a resume but there are certain nuances that you will need to be included in your resume that every employer looks for It is not difficult to put together a resume that works but it is important that you not overlook what makes your resume most effective This one or two page document speaks about you your abilities your experience your education and your accomplishments It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview There are all sorts of schools of thought regarding how a resume should look what information it should contain and how to put it together However most business people agree that when they look at a resume of a potential employee they want to the resume to be concise to the point and easy to read Whichever school of thought you as a job seeker subscribe to you will still want your resume to be what a potential employer wants to see Take Charge of Your Health Care Career Hal Patterson,1998 You ll find the tips and tools to manage your career and take charge of every step in your job search from self marketing and selling tools to the interview and salary benefits negotiations Operation Job Search John Henry Weiss,2016-02-16 Operation Job Search is the ultimate guide for US military veterans seeking employment after discharge It provides information about the civilian workforce rubrics for navigating one's career and a list of essential resources to consult during the job search Also included are sections dedicated specifically to suggestions and resources available to female veterans Weiss explains that hiring managers and human resources directors hire veterans who make the effort to

build a professional relationship He discusses the importance of leaving the house and meeting employers at venues such as job fairs trade shows office parks and even Starbucks Weiss offers practical instructions and crucial tips such as Establish an operations center home office for job hunting Don't be afraid to make cold calls Dress appropriately for job interviews and practice communicating in civilian speak not military jargon Target military friendly companies that value the skills of returning military personnel If you are a US military veteran searching for a job Operation Job Search will guide you every step of the way from translating your skills into civilian speak to negotiating your contract [Top Notch Executive Resumes](#) Katharine Hansen,2025-09-12 Branded resumes that illuminate the candidate's unique value proposition and ROI are a must in today's quest for the executive suite Top Notch Executive Resumes not only explains how to integrate branding into career marketing communication but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs Hansen instructs high level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights as well as what he or she can contribute Highlights of the book include A huge collection of resume samples in cutting edge formats organized by profession for easy navigability Examples of a wide variety of complementary documents including leadership profiles and executive bios that top level professionals need to round out their executive portfolios Special additional features including the preferences and peeves of hiring decision makers guidelines for working with recruiters frequently asked questions and case studies detailing complete job search marketing campaigns Let Top Notch Executive Resumes get you into that corner office [Career Directioning](#) Glenn A. Druhot,2007-08-27 CAREER DIRECTIONING Career Directioning is a method of seeking your perfect job based upon your values abilities and personality not just another job The purpose of this book is to assist you in discovering the best right career for you If you are searching for a more satisfying career have been downsized feel as though by changing jobs you will increase your earning power or you are starting your first job search the techniques in this book will help This book is designed in a workbook format to assist you in your career management You will find that each chapter builds on the previous chapter The book begins by describing the emotional stages that we go through whenever there is a job loss Then it proceeds to describe the ways to discover your perfect job Its truly amazing how many of us lose sight of what we once were planning on doing with our career or worse yet have difficulty in describing what our ideal job would look like I have spent my career listening to people say how dissatisfied they were with their jobs and careers When I ask them what their passion is they often cannot answer what that could be Do you know what your passion is for an occupation Are you living the life that you want Are you employed in a position that is unfulfilling Are you looking for a career change Have you been a victim of downsizing It has been said that the only true success in life is to have lived life in your own way What would life be like if you lived your life in your own way When was the last time that you thought about it Did you have a dream like most of us as you were growing up to be or to do something and life got in the way Wouldnt it be

wonderful if you could get up tomorrow and go to work in a position where you would feel as though you are contributing something to the organization Or being employed where you are appreciated for what you do Or better yet work in a position that you know you are making a difference Life is too short to spend time in a career that is not fulfilling Too many people ask themselves what kind of job or career would be best for them Why is it that we focus on the what rather than the how Well it is possible but you must make it happen You cant wait for employers to come to you You have to take charge of the direction of your career direction yourself What is your rationale for reading this book Could it be one of the following You are searching for a more satisfying career You have been downsized from a job You are starting your first job search Feelings like your opportunities for growth are limited where you are presently There is a basic conflict of values on the job You are a Baby Boomer and are now seeking a career that you hope will be more satisfying than what you have done so far in life There has been a significant life event that is propelling you to make a career change It could be something like a near death experience divorce turning 40 or 50 or physically unable to do the job that you have done in the past You feel as though by changing jobs you will increase your earning power You would like to pursue a dream or complete a mission Maybe you were fired or laid off and need to make a career change You have retired and now are seeking a rewarding career that you would enjoy more You have climbed the corporate ladder and your priorities have changed Often we allow corporations or organizations to manage our careers In my private career coaching practice I have helped literally thousands of individuals who have allowed corporations to totally control their lives and when they have been job eliminated or the company is acquired by another public traded corporation they find themselves searching for a new direction with their career I feel privileged like other ca

Military Transition For Dummies Angie Papple Johnston, 2021-08-17 All the things you need to know when you re putting the military in your rear view In Military Transition For Dummies you ll talk a walk through how to transition from active military service to civilian life as smoothly and easily as possible You ll discover how to make the nuts and bolts changes to reach your potential in your new lifestyle From finding a job you love to navigating educational opportunities and keeping yourself mentally strong this vital book shows you how to Find your next career including how to write an effective resume and conduct a thorough job search Protect your mental and physical well being by seeking out and accessing the supports you want and need Manage your money and make the financial adjustments that are necessary for succeeding in the civilian world Perfect for active service members who are expecting to transition out of the military in the near future Military Transition For Dummies is also ideal for anyone who s recently left the service and hopes to make the most of their new life

[12 Steps to a New Career](#) Carl J. Wellenstein, 2009-04-15 Changing jobs in your 30 s or at an executive or manager level requires you to think more strategically about your career As your coach author Carl Wellenstein guides you through the process of making job and career changes in a step by step fashion that is specific to your level and situation You will learn what you need to do when you need to do it and why from multiple perspectives yours recruiters and

employers Real life examples illustrate how Twelve chapters are arranged in five sections Self discovery What you bring to the table that others want Job and career options Understanding the ones that will work for you Marketing yourself effectively Crafting your resume and navigating the job market Communicating effectively Techniques that build confidence and enthusiasm so you are more effective when networking interviewing and negotiating Creating your strategic plan Keeping yourself on track 12 Steps to a New Career will help you make a life changing leap from thinking of changing jobs to defining a career path that will lead to a job you ll love

Communication Skills for the Environmental Technician

Intelecom,1999-07-12 Communication Skills for the Environmental technician This book provides environmental technology students with an enjoyable way to quickly master the basic communication skills needed by the environmental technician Like all the books in the critically acclaimed Preserving the Legacy series it follows a rapid learning modular format featuring learning objectives summaries chapter end reviews practice questions and skill building activities The only book available that specifically addresses the communication responsibilities of the environmental technician it offers a thorough review of corporate communication basics and covers the environmental documents commonly generated by technicians

Communication Skills for the Environmental Technician features Advice on foundation reading and technical writing skills including mastery of outlining and grammar awareness Chapters on writing skills for business letters and memos technical documents such as contingency plans logbooks and field notes and completion and filing procedures for numerous reporting forms In depth coverage of oral communication skills both for formal presentations and informal conferencing Specifics of the job search creating portfolios writing resumes and cover letters and performing well in the interview setting With its comprehensive coverage and quick reference format Communication Skills for the Environmental Technician is also a handy resource for any environmental technician needing a helpful refresher or useful working reference The HAZARDOUS

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The Engineering Resume Bible Pasquale De Marco,2025-03-23 In today s competitive engineering job market crafting a standout resume and cover letter is essential for securing interviews and landing your dream job The Engineering Resume Bible is your comprehensive guide to creating a compelling resume and cover letter that will showcase your skills experience and achievements in the best possible light Written by an experienced engineering recruiter and career coach this book provides expert guidance on every aspect of the resume writing process Whether you re a fresh graduate or a seasoned professional you ll learn how to Choose the right resume format and highlight your most relevant skills Tailor your resume for different jobs and industries Write a powerful cover letter that complements your resume and leaves a lasting impression Effectively communicate your accomplishments and skills using the STAR method With its practical advice real

world examples and easy to follow instructions The Engineering Resume Bible is your ultimate resource for creating a resume and cover letter that will help you land your dream job in engineering Whether you re just starting your career or looking to take the next step this book is your essential guide to success You ll learn how to Create a clear and concise resume that showcases your skills and accomplishments Use action verbs and quantify your achievements to make your resume stand out Incorporate keywords for ATS optimization and ensure your resume gets noticed by potential employers Proofread and edit your resume carefully to eliminate errors and typos Tailor your resume for different jobs and industries to increase your chances of getting interviews With its practical advice real world examples and easy to follow instructions The Engineering Resume Bible is the ultimate resource for engineers who want to create a resume and cover letter that will get them noticed by potential employers and land them the job they deserve If you like this book write a review

The Resume Handbook Pasquale De Marco,2025-08-11 The Resume Handbook is your essential guide to landing your dream job With its expert advice and practical tips you ll be able to create a resume and cover letter that will impress potential employers and help you achieve your career goals In this comprehensive guide you ll learn how to Write a resume that highlights your skills experience and accomplishments Craft a cover letter that will make you stand out from the competition Network effectively to build relationships and find job opportunities Interview with confidence and answer questions effectively Negotiate salary and benefits to get the best possible offer Whether you re a recent graduate a career changer or an experienced professional The Resume Handbook has something for you This book covers everything from writing a compelling resume objective to tailoring your cover letter to specific jobs You ll also learn how to use social media for professional growth join professional organizations and seek referrals and introductions With its clear instructions practical advice and real world examples The Resume Handbook is the ultimate resource for anyone who wants to land their dream job Don t let a weak resume or cover letter hold you back from achieving your career goals Order your copy of The Resume Handbook today and start creating a resume and cover letter that will get you noticed If you like this book write a review

Career Planning Strategies C. Randall Powell,2004 Career Planning Strategies is designed to be used by anyone looking to enter into a new career or job field This text will help students discover career happiness and job satisfaction The approach of this text goes beyond the one shot job hunt It shows students how to be continuously in charge of their career The focus of Career Planning Strategies is on planning Planning involves developing a systematic approach to the direction students want their working life to take The approach described in this book not only sets the plan but shows students how to implement it as well Excellent source for resume material Helps prepare students for interviews Applicable for senior seminar courses For junior senior career planning courses

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