**Jamie Woods**

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Newark, Ohio 43055

740-644-7897

[Woods-6287@cotc.edu](mailto:Woods-6287@cotc.edu)

**EDUCATION: Associate Degree in Business Management/Human Resources**

Central Ohio Technical College, Newark, Ohio

Currently Enrolled, Expected Graduation 2012

**EXPERIENCE: INTERN, City of Newark,** Community Development 2011

* Responsible for filing and organization of mortgages through community development
* Responsible for preparation of foreclosure notices to be sent in a timely manner to the Law Directors Office
* Prepared and sent letters using the machine and office printer

**Sales Associate,** Wal-mart, Newark, Ohio (2 Years)

* Responsible for large amounts of cash and ensured the safety of more than 500 products daily
* Master Operations of Photo Lab Equipment

**Customer Service,** McDonalds, Newark, Ohio (3 Years)

* Responsible for quality control of product, timely presentation, and excellent customer service

**AWARDS: Employee of the Month/February 2005**

**McDonalds, Providing Excellent Customer Service**