**Jamie Woods**

624 Glenbrook Drive #39

Newark, Ohio 43055

740-644-7897

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**