

Margo N. Clark!

MNC!

Objective

To find a secure position in a company where I can grow and use my abilities to their fullest and providing me with a creative work environment.

Education

2006-2007	Baton Rouge Community College	Baton Rouge, LA
2003-2004	Central High School	Baton Rouge, LA
2000-2003	Charter Oak High School	Covina, CA

Experience

2009-Present	Southbound Design, Zachary, LA Marketing/ Management/ Personal Relations Promoting events, Researching market trends, Keeping project time schedules, Ordering products and supplies, Managing design projects.
2007-Present	Jerry L. Watts & Associates, Baton Rouge, LA Receptionist Type letters, Answer phones lines, Make copies, Schedule meetings and flights for people in the office, Greet customers, File and organize the file cabinet, Order and stock supplies as well as bathrooms and kitchen supplies, Bind Addendas and other books to go out of office, Schedule Fed Ex pick ups, Make sure everything runs smooth in the office and help assist anyone if my help is needed.
2006-2007	EST, Baton Rouge, LA Receptionist Managed Payroll for 32 workers every week, Answered phones line, Made copies, Scheduled meetings and flights for people in the office, Greeted customers, and filing
2005-2006	Appliance Parts, Baton Rouge, LA Sales Pulled Parts for customers home appliances, Helped customers find the problem with their home appliance and come to a solution, Answer phones and any questions that a customer might have.
2001-2003	Affinity Model & Talent, Hollywood, CA Promotional Model Promoted sales of Nextel Cell Phones for a new campaign they were doing in California, Promoted sales of GMC trucks and cars for a local dealership, Met with potential customers of each product and told them about the benefits of the product.