

# Britney Phillips

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## EDUCATION

**Sam Barlow High School**, Gresham, OR

September 2013 - June 2017

*High School Diploma received*

- Completed 24 credits to date
- Graduated in Spring of 2017

## EXPERIENCE

**Care.com**, Canby, OR

January 2019-

Present

*Nanny/Caretaker*

- Prepare meals and snacks
- Change diapers
- Prepare child for nap
- Take child on outings
- Play games or puzzles with child
- Clean house
- Help with homework
- Take care of animals

**Autozone**, Clackamas, OR

August 2018- January

2019

*Parts Sales Manager*

- Cashier
- Great customer service
- Catalog parts
- Stock
- Inventory
- Check engine lights
- Cleaning
- Aisle facing
- Opening and or closing the store
- Handle tills and safe
- Manager paperwork
- Doing managers duties throughout the day

**Baxter Auto Parts**, Oak Grove, OR

March 2018- April

2018

*Part Specialist/ Warehouse driver*

- Cashier
- Great customer service
- Catalog parts
- Stock
- Inventory
- Check engine lights
- Cleaning
- Aisle facing

**Knecht's**, Gresham, OR

May 2017- July 2017

*Parts Specialist*

- Put freight away
- Inventory
- Discontinues
- Zero counts
- Cashier
- Catalog parts for customers
- Check in delivered parts
- Cleaned up sales floor
- Ordered parts from warehouses
- Faced items on sales floor
- Installed windshield wipers
- Checked for codes with check engine light on
- Looked up codes
- Helped customers put oil in their vehicles

**The Home Depot**, Troutdale, OR

March 2017- May 2017

*Sales Associate*

- Recovery
- Cleaned up sales floor
- Changed displays
- Help customers
- Home deliveries

**Macy's**, Clackamas, OR

November 2016 - February 2017  
(Seasonal Job)

*Sales Associate*

- Cashier
- Online orders
- Recovery
- Cleaned up sales floor
- Cleaned dressing rooms

**YMCA Camp Collins, Gresham, OR**

June 2016 - August 2016  
(Summer Employment)

*Kitchen Staff*

- Cook for camp attendants
- Clean kitchen
- Set-up for meals
- Dishes
- Trained new applicant

**Sam Barlow High School, Gresham, OR**

September 2014 - June 2017

*English (Language Arts) Teacher Assistant*

- Correct tests, assignments, quizzes, and other types of work
- Create seating charts
- Create PowerPoints
- Teach some daily lessons
- Print paperwork

**Bruin Buddies childcare, Gresham, OR**

April 2014 - 2015

*Child development Teacher Assistant*

- Care for children ages 3, 4, and 5
- Cook meals and prepare snack
- Play games/read to the children
- Organize and plan day to day tasks

## **SKILLS**

### **Computer Skills**

- Operating systems: Microsoft Windows XP and Apple
- Programs: Proficient in Microsoft office suite (Word, PowerPoint, Excel)
- Macintosh programs (iMovie, Photoshop, Web design, GarageBand)