

Linda A. Trujillo

Portland, OR 97222

lindatrujillo@yahoo.com | 503-505-2771

SUMMARY OF QUALIFICATIONS

- More than twenty years of Customer Service experience
- Excellent organizational skills; attention to detail; task oriented
- Strong telephone and customer service proficiency
- Stocking; order selection; warehouse
- Efficient; responsible; self-starter
- Adaptable; outgoing; good teamwork
- Sales and cashiering experience

RELEVANT EXPERIENCE

Cashiering, Sales and Marketing experience

Used cash register, tendered forms of payment, asked customers if needed any other assistance
Worked at fabric cutting table; answered phone calls; assisted customers to locate merchandise
Provided marketing support for Pacific Power's Blue Sky Renewable Energy Program
Self-employed; scheduled massage outcall appointments for many years
3 years of creating original design hand-painted T-shirts sold at gift shops

Production

Performed various production tasks at the Central Kitchen for New Seasons Market.
Performed assignments in Quality Assurance and Order Selector on feet for long periods of time
During summer months Monday through Friday distributed lunches to children 2-18 yrs. of age

Customer Service and Call Centers

Handled incoming phone calls from Epiq Systems, Sprint, and Bank of America customers

WORK HISTORY

Temporary Contact Center Associate , PrideStaff, Beaverton, OR	2/2016-current
Unarmed Security Officer , Securitas USA	12/2015-current
Central Kitchen Support , Terra Staffing, Portland, OR	07/2015 - 11/2015
Customer Care Assistant , Xerox, Portland, OR	05/2012 - 06/2015
Outreach Associate , 3Degrees, Portland, OR	02/2012 - 04/2012
Temporary Employee , Randstad Staffing, Tigard, OR	09/2011 - 12/2011
Customer Service Representative , Teletech Holdings Inc, Kalispell, MT	03/2011 - 07/2011
Cashier , Home Depot, Kalispell, MT	03/2010 - 03/2011
Seasonal Team Member , Jo-Ann's Fabric & Craft Stores, Kalispell, MT	09/2009 - 11/2009
Site Supervisor , Food for Lane County, Eugene, OR	06/2009 - 08/2009
Self-Employed Licensed and Certified Massage Therapist , Santa Barbara, CA	1989 - 2009

EDUCATION AND CERTIFICATIONS

- Permaculture Design Course, The Planet Repair Institute, Portland OR
- Certified Master Gardener, Oregon State University Extension, Beaverton, OR
- Gold Level National Career Readiness Certificate, Portland, OR
- Certified Master Recycler, City of Portland Bureau of Planning and Sustainability, Portland, OR
- Master Composter, Oregon State University Extension, Eugene, OR

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VOLUNTEERING EXPERIENCE

Garden Manager, Senn's Community Gardens, NE Portland, OR. 2013

Acted as liaison between gardeners and program staff; helped communicate policies to gardeners and encouraged community participation during 2013 growing season.

Completed 66 hours to fulfill requirements for Certification as a Master Gardener: 2013

Cashiered at Edible Plant Show; multiple Phone Clinics; preparation for giving two talks on composting and worm bins; tabled at a Farmer's Market; Oregon Food Bank's Eastside Learning Garden.

Completed 30 hours to fulfill requirements for Certification as a Master Recycler: 2011

Portland's Be Cart Smart Outreach Canvassing Program; Build It Green, 2013 City of Gresham's Earth Day Recycling Event, and Fix-It-Fairs.

Whitefish Community Garden, Whitefish, MT. 2010

Built several raised beds using salvaged bricks destined for landfill and mentored new gardeners during the 2010 growing season.