

# Ima Ready

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[Customized LinkedIn url](#)

## Industry or Job Title

### Profile:

- Fastidiously accountable for large volumes of money while increasing profits & customer base
- 14+ years experience in retail, business to business & entrepreneurial customer service

### Skills & Qualifications:

- |                               |                                |                     |
|-------------------------------|--------------------------------|---------------------|
| - Microsoft Office Suite      | - Type 65wpm                   | - 10-key (by touch) |
| - Adobe Suite                 | - Internet Savvy               | - Dreamweaver       |
| - Friendly Customer Service   | - QuickBooks                   | - Web Design        |
| - Effective motivated trainer | - Accounts Payable/Receivables | - Lead salesperson  |

### Education:

#### Associate of Applied Science – Business

Portland Community College	Portland, Oregon	2014
- 3.8 GPA		
- Dean's List (8 terms)		
- Student Government		

### Experience:

#### Cashier & Customer Service

Fred Meyer	Portland, Oregon	04/06 – current
- Greet & assist 200+ customers/day		
- Accurate cash/credit handling - \$5000+/shift		
- Train new employees – 20 to 50/yr		
- Presented new process which provides speedy & efficient customer service		
- Employee of the month – numerous times		

#### Sales & Marketing Representative

City Club of Portland	Portland, Oregon	10/04 – 04/06
- Called 50 – 200 local business owners & professionals/week to enroll/re-enroll in memberships		
- Lead salesperson – 30% of contacts became members		
- Logged 1080 enrollments at average \$150/enrollment = \$162,000		
- Received numerous awards & acknowledgements from customers & staff		

#### Treasurer & Bookkeeper

Oregon Walks	Portland, Oregon	05/01 – 06/04
- Handled Accounts Payables/Receivables for local 501c3 non-profit		
- Used QuickBooks and some general ledgering for \$100,000+ annual budget		
- Passed all CPA reviews with flying colors		