**Patricia Engle**

Oregon, Ohio 43616

**567-322-7749 -** Phone

**Trish.engle@yahoo.com -** Email

Reliable, dependable, and self-motivated individual seeking a position in a company that cares about its employees and is family friendly.

**Retail** or **Professional** **Services** field.

# Skills

* Familiar with retail grocery
* Cashier/Cash handling experience
* Hard working, dependable, and punctual
* My experience has taught me to work as part of a team
* Trustworthy, loyal, friendly, and respectful individual
* Available morning, afternoon, Saturdays
* Proven employment record
* Reliable transportation / Valid Driver’s License

# Education, Certifications, Trainings

2021

**University of Toledo,** *Visual Arts*

Coursework: Printmaking, Ceramics, Drawing, Photography, Art History

2018

**University of Toledo,** *Interdisciplinary Studies*

Coursework: Graphic Communications, Microsoft Suite, Beginning Adobe Photoshop, InDesign, Social Media

2016

**University of Toledo** *Associate Liberal Arts*

**Clay High School Adult Education,** Pharmacy Technician Certification 2012

**Pharmacy Technician License** PTCB 2012 **Clay High School Adult Education** Medical Transcription Certification1998

# Awards and Recognition

**Deans Recognition List:** Fall 2016, Fall and Spring 2017, Sprint 2019  **Employment and Volunteer Activities**

## The Kroger Company

2012 to present

I have worked in the bakery for a few months in the beginning and most of my time has been in the pharmacy. Skills include insurance billing, data entry, HIPAA compliance, phone etiquette and multiline, multitasking

JCPenney

Oct. 2011 to Feb. 2012 I worked as a cashier during and after the Christmas season.

## Stay-at-Home Parent

2006 to 2011 During these years I took care of my home and family. I also volunteered at schools and church. I learned to budget money better. I took care of my five children and babysat for others who needed my help. I learned to balance the schedules of sports and school.

## The Kroger Company

1986-2006 Courtesy Clerk, Cashier and Front Office

Phone etiquette, customer service, cash handling, balancing till totals, time management

St. Thomas Aquinas Church and School I helped with school activities and driving for field trips over the course of approximately 20 years. I also have helped at church with Bingo and Eucharistic Minister.

Our Lady of Toledo Shrine

Helped with prayer services and mailings

# References

Susan Gibbs, Supervisor, The Kroger Co., 567-336-4659

Angi Duvendack, Board Member, Epiphany of the Lord Parish, 419-297-1073 Anita Hofbauer, Manager, Epiphany of the Lord Parish, 419-410-2243

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