

Emily Poutré

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EDUCATION

Eastern Nazarene College.....2010-present

Elementary Education

Quincy, MA

Current GPA: 3.94

Dean's List Fall 2010

Olivet Nazarene University.....2005-2007

Art/Photography

Bourbonnais, IL

Cumulative GPA: 3.4

Leadership Scholarship for Freshmen; Dean's List Spring 2006/Fall 2006

Rising Sun High School.....2003-2005

Graduation Date: June 2005

North East, MD

Honor Roll/High Honors each marking period attended; National Honor Society; Senior French

Award; Honorary membership to Cecil County Arts Council; Honorable Mention in Drexel

University Photo Competition; Senior Photography Award

Activities: JV Tennis; Main Office Volunteer; Sports Photographer; Sports Award Calligrapher

Oxford Area High School.....2001-2003

Oxford, PA

Honor Roll/High Honors each marking period attended

Activities: French Club; JV Tennis; Art Club; School Musical (Wizard of Oz)

WORK EXPERIENCE

Eastern Nazarene College.....9/2010-present

Student Aide/Worker

Quincy, MA

Office of Admissions: data entry, mailing, filing, and general office work.

Campus Kinder Haus: teacher's aide to children 2.9-5 years.

Family Christian Stores.....11/2008 – 8/2010

Sales Associate

Newark, DE

Duties: Answer customers' questions, answer phones, operate cash register, process merchandise returns and exchanges, provide customer service, greet customers, resolve customer complaints, clean/maintain store appearance, price merchandise, arrange

merchandise displays/signage, inventory reconciliation, stock inventory/move boxes, place special orders for customers, phone calls for special orders, input customer data in computers, balance cash register, operate cash register, bank deposits and change orders, perform store closing and opening tasks, record daily sales numbers, arrange schedule changes, and operate Bible/book thermal imprinting machine.

Atlantic Tractor LLC.....5/2008 – 8/2010

Receptionist

(seasonal)

Glasgow, DE

Duties: Answer customers' questions, maintain clean and orderly stock room, price merchandise, arrange merchandise display, clean rooms or work areas, provide customer service, inspect merchandise, manage inventory, use computers to enter, access or retrieve data, balance cash register, petty cash reconciliation, filing, schedule service requests, open work orders, complete and fax daily deposit paperwork, bank deposits and change orders, inter-store transfers & invoices.

eFollett @ Massachusetts College of Art Supply & Bookstore.....9/2007 - 4/2008

Sales Associate

Boston, MA

Duties: Receive and disburse money, operate a cash register, answer customers' questions, compute and record totals of transactions, greet customers, maintain clean and orderly checkout area, process merchandise returns and exchanges, resolve customer complaints, balance cash register, price merchandise, arrange merchandise display, clean rooms or work areas, demonstrate goods or services, provide customer service, inspect merchandise, manage inventory, and shipping/receiving.

Fashion Bug.....6/2007 - 9/2007

Sales Associate

(store no longer open)

North Quincy, MA

Duties: Provide customer service, advise clients or customers, answer customer or public inquiries, arrange merchandise display, clean rooms or work areas, demonstrate goods or services, greet customers, inspect merchandise, manage inventories, sell merchandise, use computers to enter, access or retrieve data, set up Fashion Bug charge accounts, operate cash register, process merchandise returns and exchanges, resolve customer complaints, balance cash register, price merchandise, and record daily sales numbers.

Olivet Nazarene University.....2005-2007

Aurora Yearbook Photographer/ Intramural Photographer

(seasonal)

Bourbonnais, IL

Duties: Part-time general photographer - sports, school events, academia, student concerts, campus life, and other extracurricular activities. Part-time photography and website maintenance for Intramural sports.

Rising Sun Church of the Nazarene Day Care Center.....2004-2006

Child Care

Colora, MD

Duties: Seasonal, full-time and part-time care of children aged 2-10 years.

SKILLS AND ABILITIES

Office Skills

Hardware: PC and Macintosh platforms, scanner, copier, fax, lamination, pricing/tagging merchandise, cash register, thermal imprinting machine, inventory counters, etc.

Software: Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, Adobe Illustrator.

Art Skills

Drawing, painting, 3D design, photography (digital & film; darkroom proficient), graphics.