

Heidi Butters

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Objective:

To obtain employment to help support my family.

Skills and Tools:

- Microsoft Word
- Cash Handling
- Retail Sales
- Phone Skills
- Data Entry
- Basic Accounting
- Computer Literate
- Microsoft Excel
- Power Point
- Serif DrawPlus 6x
- Serif PagePlus 7x
- Filing
- Book Binding
- Point of Sales
- Vacuum/Sweep/Dust
- Photocopy machines
- Internet Knowledgeable

Experience:

Hansen Vending Services
Secretary

Provo, Utah
Sept. 2015 to Present

Collect data and enter on computer, basic bookkeeping, prepare deposits, answer telephone, make and take phone calls, type documents, filing, prepare route cards, cleaning

Home Depot
Cashier/Customer Service

Park City, Utah
Apr. 2013 to Sept 2015

Customer service, cashiering, restock, cleaning, answering phones, Taking orders, filling orders, returns.

Bill Fairbanks
Carpenter's

Wallsburg, Utah
Feb. 2011 to Oct. 2014

Clean-up work site, help measure and cut siding/boards, paint siding, mow grass, water grass, assist carpenter however needed.

Wasatch School
Special Education Aide

Heber City, Utah
Dec. 2007 to May 2009

Help students with schoolwork and tests. Assists teacher however needed. Make copies

Education:

Stevens-Henager College
Bachelor's Degree, Graphic Art

Orem, Utah
Dec. 2012

North Summit High
Diploma-General Education

Coalville, Utah
May, 1982

References:

Cathy Houston
Bill Fairbanks
Vicki McCluskey

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