

**Kelly Sharp**  
**311 Lane St.**  
**Sandusky, OH 44870**  
**419.502.6674**

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## **OBJECTIVE**

My goal is to obtain a position as an elementary educator in a public or private school system that will allow me to utilize my education background and skills that I've obtained in educating children.

## **CAREER SUMMARY**

**Samurai Japanese Steakhouse**  
**5500 Milan Rd., Ste. 350**  
**Sandusky, OH 44870**  
**Supervisor: Anna Tang**

September 2006 – Present

### *Server*

- Responsible for serving customers. Additional responsibilities include bartending and food preparation.
- Previous to being promoted server, I worked as a hostess seating guests, handling take-out orders and reservations.

**Periodical Publishers' Service Bureau, Inc.**  
**One North Superior St.**  
**Sandusky, OH 44870**  
**Supervisor: Janet Galindo**

August 2003 – April 2007, January 2010 – Present

### *ABC Compliance Auditor*

- Accountable for the education and compliance of over 2000 independent magazine selling agents and dealers, as well as the completion and acceptance of over 2500 magazine sale audits each year. Also responsible for implementing auditing procedures and creating and maintaining detailed and accurate auditing records.
- Previous to being promoted to ABC Compliance Auditor in April 2005, I also worked in magazine account collections, customer service, and telemarketing. I also held a short term lead position in magazine account customer service.

January 2010 – Present

### *Account Collections/Customer Service*

- Part-time magazine account collections and customer service.

**Bayshore Resort – MHD Corporation**  
**2405 Cleveland Rd.**

**Sandusky, OH 44870**  
**Supervisor: Jeff Hoffman**

May 2001 – August 2003

*Front Desk Clerk*

- Responsible for guest check in and out, guest services, reservations and accommodations
- Some housekeeping duties

**Douthit Communications, Inc.**  
**520 Warren St.**  
**Sandusky, OH 44870**  
**Supervisor: Kim Chevarria**

June 1999 – April 2001

*Proofreader*

- Proofread type and scanned pictures for real estate magazines, also some light typing of copy and advertisements

**EDUCATION**

- Bowling Green State University – Firelands  
Huron, OH  
August 2007 – Present  
*Early Childhood Education*
- University of North Carolina at Greensboro  
Greensboro, NC  
August 2000 – January 2001  
*Political Science*
- North Gaston Senior High School  
Dallas, NC  
1996-1999  
*Honors Diploma*

**REFERENCES**

- **Mrs. Diana Vaccaro – 1528 Prospect St.**  
**Sandusky, OH 44870**  
**419.202.2793**
- **Mr. Louis Muratori – 315 Lane St.**  
**Sandusky, OH 44870**  
**419.625.8985**

- **Ms. Ruth Meade – 413 Main St.  
Castalia, OH 44824  
419.684.7280**