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Mandy Lewis

# Mandy Lewis is looking for a customized job

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# Mandy is a recent graduate of Big Prairie High School

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She swam for Big Prairie High School and the local Aquatic Club.

She played violin for the school orchestra and acts in theater productions at the local Community Theater.



# Mandy volunteers at the Children's Theater

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She ushers and hands out play programs, washes, folds, and organizes costumes for upcoming productions.

She was voted volunteer of the year.

# She volunteers at the Public Library

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She alphabetizes books and reorganizes the children's section.



# Mandy has had the following work experiences in high school

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- ❑ Coffee Cart: stocking supplies, filling the ice and water containers;
- ❑ Library: alphabetizing books, watering plants, dusting shelves;
- ❑ School Office: making copies to order, assembling certificates and awards for graduates, delivery within the school;
- ❑ Recycling: collecting and organizing items to be recycled along a designated route in the school;
- ❑ Candy machine: tracking sales, replenishing inventory.

# She now interns at the Math Department at the University

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Her tasks include:

- Delivery around campus,
- Alphabetizing time cards for student interns and faculty,
- Making copies, collating and organizing materials.

# Mandy works part time at Prudential Realty

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- ❑ Paying the property management bills on line
- ❑ Accounting for bills paid (on QuickBooks)
- ❑ Sorting mail and assembling disclosure paperwork for properties





# Tasks that Mandy can perform for your business include

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- Organizing materials by alphabet, number or date
- Sorting and delivering mail
- Tracking inventory, pulling stock, ordering and replenishing supplies
- Stocking materials
- Organizing mailings, informational materials and inventory
- Recording data and other information
- Checking for inventory supplies and products
- Filing information
- Making labels
- Entering data
- Collating training and mailing materials