



TERI TRIMBLE

terit98686@yahoo.com ♦ 14716 NE 26th Ave., Vancouver, WA 98686 ♦ 360.798.0518

OBJECTIVE

I am seeking a position that will utilize my reliability, work ethic, creativity and experience to build team productivity and excellence

PERSONAL STATEMENT

A high sense of responsibility drives me to personally invest in my job. Tasks are completed to every detail because of this trait. I thrive in environments that foster clear direction, communication and team integrity

SKILLS

- ♦ Organizational ability with terrific attention to details
 - ♦ Project development and execution
- ♦ Integrity and strong ethical compass with the ability to closely keep confidences
 - ♦ Natural creative strength enhanced by practical application and learning

Gallup Strength Finder

Responsibility ♦ Deliberative ♦ Adaptability ♦ Input ♦ Harmony

EDUCATION

Lake Washington High School, Kirkland, WA
Diploma

Puget Sound College of the Bible, Edmonds, WA

Gemological Institute of America, Santa Monica, CA
Gemologist

American Gem Society, Las Vegas, NV
Registered Jeweler

EXPERIENCE

Clark Community College Book Store ♦ Vancouver, WA

General Merchandise Staff August 2013 – Present

Point of Sale support/Display
Inventory replenishment/ordering
Cash Handling

Simon Golub & Sons ♦ Seattle, WA

Contract Digital Image Technician May 2012 – December 2013

Prepared digital photographs for color correction and enhancement

Whipple Creek Church ♦ Vancouver, WA

Office Manager 2004 – March 2013

Oversight and management of daily operations
Managing appointment calendar for lead pastor
Responsible for all creative concepts, branding, graphic design and execution
Lead planner for special events (Easter, Christmas, community service projects, varied ministries)
Point of contact with other churches, ministries and community organizations
Cash handling

Ben Bridge Jewelers ♦ Portland, OR

Sales Associate 1986 – 2004

Retail Sales
Maintaining & Managing a Client List
Opening and Closing Responsibilities
Cash Handling
Merchandising and Display
Jewelry Appraisals

REFERENCES

Brett Aljets
Professional/Personal
360.903.2680

Chris Hyde
Professional/Personal
360.907.9111

Merrily Aljets
Personal
360.904.5274

Carol Perez
Professional/Personal
360.607.3169