

KAREN A. NASH
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P.O. Box 23098, 10 Rowan Street
St. John's, NL A1B 4J9



OBJECTIVE:

To successfully obtain a career in the world of business where I can put to use my extensive schooling and experience.

EDUCATION:

- **Keyin College – Business Management Diploma**
- **Compu College – Accounting And Computer Business Applications**
- **Baltimore Regional High School – High School Diploma**

EXPERIENCE:

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|-------------------------------|---|
| March 2002 to Present | Structural Design Incorporated, St. John's, NL
Administrator |
| May 2001 to March 2002 | Coldwell Banker Hanlon, St. John's, NL
Personal Assistant |
| July 1996 to May 1998 | L.A. Express/Suzy Shier, St. John's, NL
Assistant Manager/Third Key Holder |

RELEVANT SKILLS

- Assisted in the Design, Implementation and Evaluation of a small business
- Management skills for retail including: Record Keeping, Sales Budgeting, Merchandising, Customer Service and Goal Setting
- Excellent communication with co-workers and customers
- Excellent organizational skills
- Type 45 words per minute
- Developed and implemented promotional packages
- Recruiting, Hiring, Motivating and Scheduling Employees
- Excellent awareness skills

HIGHLIGHTS AND ACCOMPLISHMENTS

- Received two awards for highest sales of \$1000.00 and \$500.00
- Received two shopper's reports of excellent service
- Received countless monthly evaluations of excellence
- Helped two different stores obtain MILLION DOLLAR SALES
- Was involved in Loss Prevention Training and Implementation