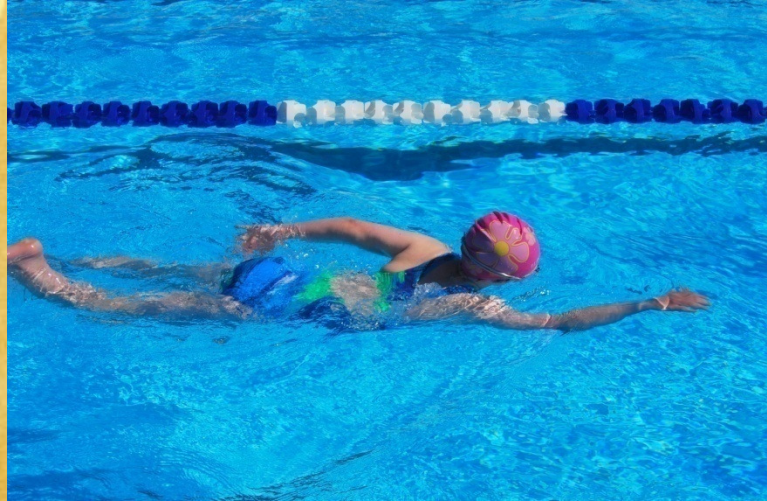


# Mandy



Mandy is a junior at Big Prairie High School, a business owner, and is looking for a part time job for the summer.

Mandy is an active member of her community



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

She plays violin for my school orchestra and in recitals around town, and acts in theater productions at the local Community Theater.



## Mandy is a business owner: Mandy's Pot Holders

She makes and sells pot holders in five local stores and at the Farmer's Market.



- ❧ She checks inventory at the stores;
- ❧ Communicate with the managers to assess inventory, restock, and invoice them;
- ❧ Sell pot holders at the Farmer's Market.

## Mandy has had the following work experience in high school



- Coffee Cart: stocking supplies, filling the ice and water;
- 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.

## Mandy volunteers at the Children's Theater



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

She was voted volunteer of the year in 2010.

# She volunteers at the Public Library



She alphabetizes books  
and reorganizes the  
children's section.



## Skills and attributes that would benefit your business:

- ☞ Self-directed and internally motivated
- ☞ Diverse interests
- ☞ Conscientious and honest
- ☞ Good speller and typist
- ☞ Responsible
- ☞ Works independently to fulfill expectations
- ☞ Follow written task lists
- ☞ Enjoys recording and tracking events in writing and on calendars, and charting the completion of tasks
- ☞ Organized
- ☞ Detail oriented
- ☞ Focused on the task at hand
- ☞ Great manipulation skills with small objects
- ☞ Neat handwriting

## She interns at the Math Department at the University



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 Reality

- ☞ paying the property management bills on line,
- ☞ Accounting for bills paid (on QuickBooks), and
- ☞ sorting mail and assembling disclosure paperwork for properties.



## Tasks that Mandy can perform for your business include:

- ❧ Organizing materials by alphabet, number or date
- ❧ Sorting and delivering mail
- ❧ Tracking inventory, pulling inventory, ordering and replenishing supplies
- ❧ Stocking and facing shelves
- ❧ Organizing mailings, information materials
- ❧ inventory
- ❧ Recording data and other information
- ❧ Quality checking inventory, supplies, products
- ❧ Setting up new filing systems
- ❧ Making labels and supporting mailings
- ❧ Entering data and bookkeeping
- ❧ Assembling materials & Products