
Mandy Lewis



Mandy Lewis is looking for a customized job



Mandy is a recent graduate of Big Prairie High School



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



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



She alphabetizes books and reorganizes the children's section.



Mandy has had the following work experiences in high school

- ❑ 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

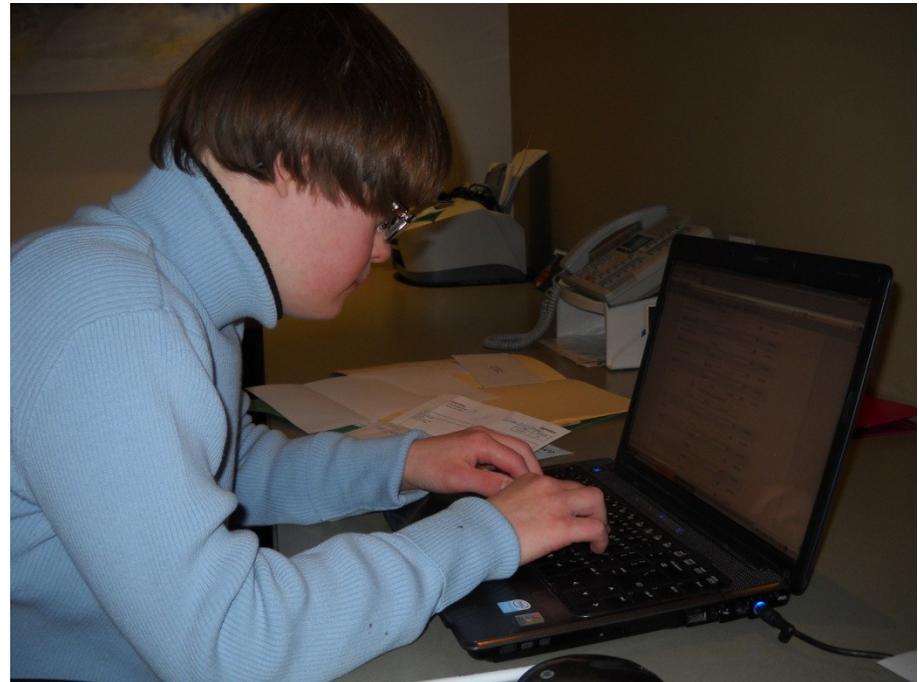


Her tasks include:

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

Mandy works part time at Prudential Realty

- ❑ 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

- 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