Poplar Bluff, MO 63901•blue4417@aol.com

Diane M. Vaughn

Objective

Seeking a position in which a diverse work history would benefit the business.

Experience

July 2008 - Present | Stinson Press | Poplar Bluff, MO

Bindery

- Placing the finishing touches on printing jobs
- Proofreading
- Filing/paperwork

July 2007 - June 2008 | Insta Print | Poplar Bluff, MO

Bindery

- Finishing print jobs
- Proofreading

March 2006 – July 2007 | The Wine Rack | Poplar Bluff, MO

Salesperson

- Selling various fine wines and brews
- Cashier
- Customer Service

March 2004 – March 2006 | Animal Care Center | Poplar Bluff, MO

Assistant

- Caring for sick and kenneled animals
- Helping the veterinarian with various tasks
- Light receptionist duty

Education

August 2000-December 2005 | Three Rivers Community College | Poplar Bluff, MO

Associate of Arts in Education

- Concentration on Language Arts

References

References are available on request.