

# Marie Phomson

717.348.4974 . MariePhomson@yahoo.com . York, PA 17401

## education & training

Lewistown Area High School  
Lewistown, PA 17044  
Date// June 2006

Central Penn College  
Summerdale, PA 17093  
Bachelors Degree  
Major// Criminal Justice  
Date// 2011

Participated// Leadership Honors Academy  
Honors//Cum Laude

Sales Specialist Training Course  
Certificate of Achievement  
Date// September 21, 2012

## references

Tiff Setzler  
Web Designer & Developer  
P// 717.668.3357  
E// tiff\_setzler@yahoo.com

Lacey Ramsey  
P// 717.994.2944  
E// LaceyRamsey48@yahoo.com

## experience

C&S Wholesale Grocers  
Administrative Assistant  
December 2006- February 2008

- Handled confidential company/employee information
- Completed shipping/receiving reports
- Answered phone calls
- Worked with Human Resources to schedule trainings and appointments
- Greeted guests
- Filed paperwork
- Ordered office supplies
- Managed safety complaints/reports

Empire Kosher  
Quality Control Tech  
July 2010- March 2011

- Ensure employees were using safe handling practices
- Check inventory
- Ensure USDA regulations were being properly upheld within the warehouse
- Chemical checks
- Investigations pertaining to proper handling, packaging, and storing product
- Inspecting product to ensure customer satisfaction

Supportive Concepts for Families  
Residential Specialist  
October 2009- March 2011

- Provided care for individuals with developmental disabilities
- Administered medications
- Took consumers on outings/ day trips
- Crisis Prevention Intervention
- Ensured the safety of consumers at all times