

**Cathryn Michelle Rowles**

443-910-7479

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4 Cedar Tree Ct. Apt I

Cockeysville, MD 21030

**Qualifications Summary:**

Customer service representative with exceptional experience in customer relations, computer technology and reception positions. Familiar with fast paced environments demanding strong organizational, technical and interpersonal skills. Committed to superior customer service. Poised and confident with individuals at all levels. Detail oriented and resourceful in completing projects. Able to multi task.

Capabilities include:

- Customer service relations
- Management experience
- Organization
- Word processing and typing
- Computer operations
- Filing data and archiving
- Problem solving

**Employment History:**

*Music & Arts*

(410)453-0811

Timonium, MD

Store Manager (currently employed as seasonal help)

August 2016 - Present

*PetSmart*

(410)308-1140

Timonium, MD

Groomer

June 2014 - August 2016

*Johnson-Fosbrink Funeral Home*

(410)668-2300

Towson MD

Funeral Assistant

March 2013 - July 2014

*Blockbuster Video*

386-615-9366

Ormond Beach FL

Shift Manager

May 2009 - December 2010

**Education History:**

College

Community College of Baltimore County

Essex and Catonsville Campus

*Areas of study included*

-General pre-requisite classes

-Mortuary Science

High School

Completed 4 years

North Harford High School

Pylesville MD

*Areas of study included*

-Tradition art, graphic art and design

-Computer technology

-Marching and Symphonic band

*References available upon request*