

Licenses and certifications (List, giving dates and sources of issuance):

10/10/2006 12/14/2007  
 MOTORCYCLE ENDORSEMENT NC; NAUI BASIC SCUBA CERTIFICATION

SKILLS

CHECK the following skills, experiences, etc., which you have:

- |  |                          |   |  |
|--|--------------------------|---|--|
| <input checked="" type="checkbox"/> Driver's License | 24162281 NC              | <input type="checkbox"/> Sign Language                              | <input type="checkbox"/> Legal transcription               |
| <input type="checkbox"/> Chauffeur's License         | Number _____ State _____ | <input type="checkbox"/> Foreign language (specify) _____           | <input type="checkbox"/> Medical transcription             |
| <input type="checkbox"/> Car for use at work         | Number _____ State _____ | <input checked="" type="checkbox"/> Adding Machine/calculator       | <input type="checkbox"/> Braille                           |
|  |                          | <input checked="" type="checkbox"/> Typing (specify WPM) 50         | <input checked="" type="checkbox"/> Word Processing        |
|  |                          | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____ | <input checked="" type="checkbox"/> Other EXCEL & LINUX OS |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  YES  NO (If yes, explain fully on an additional sheet.)

WORK HISTORY (include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

Current or Last Employer: PIRATE TUTORING CENTER Address: Joyner Library Suite 1015 GREENVILLE NC 27858

Job Title: TUTOR (VOLUNTEER) Supervisor's Name: ELIZABETH COGHILL Telephone Number: 252 737 3009 No. Supervised by you: 0

Date Employed (mo/yr): 01/2008 Starting Salary: \$ \_\_\_\_\_ per Ending or Current Salary: \$ \_\_\_\_\_ per Reason for Leaving: NA May We Contact Employer: YES  NO

Date Separated (mo/yr): CURRENT List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:

Full Time Years Months: N/A  
 Part Time Years Months: 7  
 If part time, number of hours worked per week: 3 hrs  
 TUTOR - FRESHMAN - SOPHOMORES IN ALL LEVELS OF BIOLOGY. SOMETIMES TUTOR CHEMISTRY / PHYSICS WHEN NEEDED. TWICE A MONTH TUTOR FOR 3 HOURS STUDENT NEEDS OR EXAM PREPARATION. CURRENTLY VOLUNTEERED. 29 HOURS OVER 2 SEMESTERS.

Employer: State Bureau of Invest. Address: 3320 GARNER RD GARNER NC 27529

Job Title: INTERN Supervisor's Name: Pete Ware Telephone Number: (919) 662 4509 No. Supervised by you: 0

Date Employed (mo/yr): 05/08 Starting Salary: \$ \_\_\_\_\_ per Ending or Current Salary: \$ \_\_\_\_\_ per Reason for Leaving: COMPLETED TERM FOR SUMMER

Date Separated (mo/yr): 08/08 List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:

Full Time Years Months: 3  
 Part Time Years Months: \_\_\_\_\_  
 If part time, number of hours worked per week: \_\_\_\_\_  
 WORKED IN FIREARMS SECTION. SHADOWED CASEWORK & COURT DATE APPEARANCE. OFFICE ASSISTANCE & STATE INVENTORY. ASSISTED TRACE EVIDENCE WITH ANNUAL PAINT CHIP ANALYSIS & SUBMISSION. ASSISTED DRUG CHEMISTRY WITH EVIDENCE SUBMISSION. ASSISTED WITH TRACE EVIDENCE / FIREARMS GSR TEST.

Employer: TARGET Address: 1040 TIMBER DRIVE EAST GARNER NC 27529

Job Title: GUEST SERVICE CASHIER Supervisor's Name: GARRETT Telephone Number: 919 661 2017 No. Supervised by you: 0

Date Employed (mo/yr): 11/06 Starting Salary: \$ 7.00 per HR Ending or Current Salary: \$ 7.00 per HR Reason for Leaving: TRIP OUT OF COUNTRY / ATTENDING ECU

Date Separated (mo/yr): 06/07 List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:

Full Time Years Months: \_\_\_\_\_  
 Part Time Years Months: 7  
 If part time, number of hours worked per week: 20-30  
 CASHIER DUTIES + GUEST SERVICES + RETURNS  
 KNOWLEDGE OF STORE POLICIES, COMMUNICATION SKILLS WHEN HANDLING GUEST SERVICE, STORE CLOSING  
 TRAINED EMPLOYEES FOR GUEST SERVICE POSITION

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

Signature of Applicant (unsigned applications will not be processed): Kristen Nichole Biehn Date: 10/22/09