



Margaret Higginson

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Summary

I have been going to school for 15 + years, Studied coursework throughout the years in General Education, General Business, Aviation Maintenance Technology, Aviation Management, Culinary of Arts, and Liberal Art as a Musician, with Community Band, Orchestra, and Military Band. I have skills in Administration, Administration Assistants, general office and data entry.

Certifications

Certificate of Appreciation, Jul 1974,

Certificate of Recognition, 1974

Certificate of Appointment to Noncommissioned Officer, April 1979

Certificate of Training, June 1999

Certificate of Program Completion, June 2007

Certificate of Program Completion

June 2007

Certificate of Typing, Nov 2008

Service award for Auto Zone, 8 and 9 year services

Community Service Award

Dec 2010

Community Service Award

Dec 2014

Professional Skills

Customer service	Expert
Microsoft Office XP	Expert
Sales	Expert
Scheduling	Expert
Data Management	Expert
Scheduling	Expert
musician	Expert

Education

Victor Valley Community College.

Association of Science Degree, Enrolled August 2019

Studied coursework in General Academeics, and Liberal of Arts, (Musicaships), performance, with Band and Orchestra, playing the Bb clarinet and A clarinet.

The Art Institute of San Bernardino

Associate of Science Degree, Deferred December 2010

Studied coursework in General Academeics, and Liberal of Arts, (Musicaships), performance, with Band and Orchestra, playing the Bb clarinet and A

Mt San Antonio Community College

Assoicate of Science, Deferred June 2003

Studied is General coursework, in General Education, And Aviation Maintenance. Including Musicianship in Band, and Marching Band, and Community Service, in Ponomo Comunity Band.

Southern Illinois University at Carbondale

Bachelor's of Science, Deferred December 2003

Coursework in Aviation Management, Flight School

Employment

Auto Zone

Retail sales associate, October 2002 - July 2012

Started as a commerical driver, promoted to Sales Associate.

Deliver and collect parts to and from Auto Shops and repair shops.

Maintain cleaniest of the stores, Inventory by putting away and pulling parts on shelves, Increase sales at 100%, Cash register, Collecting of sales, Answering the phones.

Pneudraulics inc, Rancho Cucamonga, California

Final Assembler , May 2001 - June 2003

Responisble for perparing the part before being shipped. Which Includes, ripping, safety wiring. name plates, and ink staming, and cleaning of the part. Increase productivity 100 %

California Air National Guard, March Air Reserve Base, California

Administrative assistant/Musician, December 1973 - December

1985

Responsible for maintaining of the office for the Commander of the Unit. Paperwork which including filing, typing and filing of letters and reports, Maintaining of files, and data entry. Military pay, Performed double duty in the 562nd ANG band, Musician, playing the clarinet and doing Administration Assistant in front office.

Hobbies & Interests

Playing, performing, crocheting and sewing, drawing