

# ELIZABETH HUGHES

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## PROFILE

Motivated, experienced self-starter seeking position in public service. Demonstrated skills include:

- Successful vendor management and auditing
- Top-notch customer service
- Consistent attention to detail

## SELECTED WORK EXPERIENCE

Most relevant experience from 30-year work history:

### **Longs Drug Store**

*Customer Service Representative (Sunnyvale, CA; 1990-91, 2001-04)*

- Independently managed Hallmark cards and giftware—ordered all Hallmark products, set up displays and performed audits
- Trained new cashiers
- Did whatever was necessary to make the store run smoothly—assisted customers, helped stock, and made keys

### **U.S. Department of Defense**

*Quality Assurance Representative (San Bruno, CA; 1985-90)*

- Reviewed contracts and purchase orders for 25+ contractors
- Wrote deficiency reports for contractors not following Department of Defense regulations
- Performed follow-up inspections as needed
- Planned own inspections and audits of contractors; set up own schedule

### **Fairchild Semiconductor**

*Quality Assurance Inspector (Mountainview, CA; 1984-1985).*

- Inspected sophisticated electronics for defects
- Prepared and issued correction notices

**Complete job history available on request**

## EDUCATION AND TRAINING

Andrew Hill High School (San Jose, CA; 1974)

Numerous college-level courses and government training programs in the following subjects:

- General and technical writing, including how to write government specifications and standard operating procedures
- Electronics
- Math