



Mindy Peel

Branch Manager

Byron, MN
82minp2001@gmail.com - (507) 513-2190

WORK EXPERIENCE

Branch Manager

Dison's Cleaners - Rochester, MN - August 2014 to December 2014

Carried out all aspects of the job using good judgment and problem-solving skills; and adopted the responsibility of self-development within my role.

- Maintained supplies and equipment availability and properly stored.
- Functioned as a resource to members of the team in matters pertaining to customer care.

Pre-School Teacher

New Horizon Academy - Rochester, MN - June 2012 to May 2013

Teaching and supervision over 16-20 2 year old children.

- Pre-School level classroom instruction, child safety management, developed and delivered age- appropriate educational entertainment.
- Lesson plan development, manage support staff, draft and delivery of weekly reports, along with parental interaction (i.e. parent conferences).

Pre-School Teacher

Civic League Day Nursery - Rochester, MN - November 2007 to August 2010

Coaching and supervision of 12-15 3 year old children

- Pre-School level classroom instruction, supervision, managed daily activities, prepared lesson plans weekly, and also met frequently with in-room staff.
- Organized field trips; in conjunction with guest speakers/demonstrators.

Assistant Teacher

Kids Come First - Rochester, MN - October 2005 to October 2007

Provided educational and directional activities for 15-20 toddlers

- Rotated shifts with co-workers. Willing and able any given time to fill in for the teacher.
- Geared up the children for multiple events during their day.

Branch Manager

Dison's Cleaners - Rochester, MN - March 2004 to September 2005

Retail management, scheduling/staffing, customer service, cash-handling, general office duties

- Key holder
- Shift flexibility

Administrative Assistant

City Looks Salon & Spa - Rochester, MN - October 2003 to February 2004

Assisted customers with merchandise inquiries, setting appointments and resolving questions.

- Controlled and oversaw the general office needs in regards to ordering supplies, answering the telephone, plus maintaining cleanliness throughout the salon.

EDUCATION

Early Childhood ED

Des Moines Area Community College - Boone, IA
2002 to 2003

General Ed & Early Childhood

Ellsworth Community College - Iowa Falls, IA
2001 to 2002

Diploma in General Education

Nevada High School - Nevada, IA
1998 to 2001

ADDITIONAL INFORMATION

Multiple years of experience in providing outstanding support and care for toddlers and young children. Adept to the tasks, policies, and procedures in managing businesses as well as offering exceptional customer service.

Skilled in managing numerous responsibilities, undertakings, as well as assisting with unforeseen tasks.

- Proven ability to effectively communicate with internal and external customers and staff
- Proficient in managing simultaneous projects and meeting deadlines.
- Flexible and adaptable to high pressure and time limit requirements