

1610 4<sup>TH</sup> ST. NE  
Rochester, MN 55906  
507-271-5842  
Hlange103@hotmail.com

# Heather Lange

**Objective:** Honor student, seeking a position, where I can use my knowlege in customer-service, secretarial knowledge, and management skills in a setting that challenges me.

## WORK EXPERIENCE

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- 11/10—7/11    **Lab Foramen, Kemps Dairy LLC –Rochester, MN**  
Job duties included-product sampling, training, customer services, secretarial duties,
- 02/99—05/99    **General Worker, Kemps Dairy LLC –Rochester, MN**  
Job duties including maintaining general cleaning and maintenance of machines.
- 05/99—11/10    **Machine Operator, Kemps Dairy LLC –Rochester, MN**  
Job duties including maintaining general cleaning and maintenance of machines.
- 04/97—02/99    **Shift Leader, Burger King - Kasson, MN**  
Job duties included making schedules, customer services, accounting, and training.
- 06/96—04/97    **Cashier, McDonalds – Rochester, MN**  
Job duties included accounting, cleaning, and customer services.

## EDUCATION

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09/11—05/14 **Associates in Applied Science-Medical Secretary, Rochester Community and Technical Collage – Rochester, MN**  
 Useful courses of education include:

- Medical Terminology I,II
- Medical Transcription I,II
- Medical Office Procedures
- Microsoft Office Word, Excel, PowerPoint
- English Writing
- Pathophysiology/Pharmacology I, II
- Human Relations Skills
- Business Communications

Student Academic Record as of FALL SEMESTER 2014

Name: Lange, Heather B

\*\*\*\*\* Undergraduate Academic Record \*\*\*\*\*

Inst. Name: Rochester Community and Technical College  
 Award Name: Associate in Applied Science  
 Honors: Honors  
 Major: Medical Secretary  
 Awarded on: 05/15/2014

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\*\*\*\*\* Rochester Community and Technical College \*\*\*\*\*

GPA Pts	Subj Nbr	Title	Course		Cr/Hr	GPA
			Cr/Hr	Grade	Earned	Credit
Fall 2011						
Major: MEDICAL SECRETARY						
6.00	BTEC 1600	Intro to Med Terminology	2.00	B	2.00	2.00
9.00	BTEC 1320	Wd Processing I	3.00	B	3.00	3.00
0.00	ENGL 1630	English Grammar - Careers	3.00	W	0.00	0.00
12.00	HIMC 2620	Pathophysiology/Pharm I	3.00	A	3.00	3.00

6.00 BTEC 1650 Quality Issues: Med Trans 2.00 B 2.00 2.00  
 0.00 BTEC 1001 Computer Online Learning 1.00 P 1.00 0.00  
 UNDG Term Att: 14.00 Earn: 11.00 GPA Crs: 10.00 GPA Pts: 33.00 GPA:  
 3.30  
 \*\*\*\* Cum Att: 14.00 Earn: 11.00 GPA Crs: 10.00 GPA Pts: 33.00 GPA:  
 3.30

Spring 2012

16.00 ENGL 1117 Reading/Writing I 4.00 A 4.00 4.00  
 0.00 BTEC 1030 Keyboarding Speed/Accurac 1.00 P 1.00 0.00  
 9.00 HIMC 2630 Pathophysiology/Pharm II 3.00 B 3.00 3.00  
 4.00 BTEC 2870 Employment Strategies 1.00 A 1.00 1.00  
 UNDG Term Att: 9.00 Earn: 9.00 GPA Crs: 8.00 GPA Pts: 29.00 GPA:  
 3.62  
 \*\*\*\* Cum Att: 23.00 Earn: 20.00 GPA Crs: 18.00 GPA Pts: 62.00 GPA:  
 3.44

Fall 2012

12.00 BTEC 2350 Microcomputer Bus Appl 3.00 A 3.00 3.00  
 12.00 BTEC 1670 Medical Transcription I 3.00 A 3.00 3.00  
 12.00 BIOL 1107 Fund of Anat & Physiolog 4.00 B 4.00 4.00  
 12.00 BTEC 2220 Business Communications 3.00 A 3.00 3.00  
 UNDG Term Att: 13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 48.00 GPA:  
 3.69  
 \*\*\*\* Cum Att: 36.00 Earn: 33.00 GPA Crs: 31.00 GPA Pts: 110.00 GPA:  
 3.54

Spring 2013

9.00 BTEC 1680 Medical Transcription II 3.00 B 3.00 3.00  
 12.00 BTEC 2650 Medical Office Procedures 3.00 A 3.00 3.00  
 12.00 BTEC 2200 Info Resources Mgmt 3.00 A 3.00 3.00  
 UNDG Term Att: 9.00 Earn: 9.00 GPA Crs: 9.00 GPA Pts: 33.00 GPA:  
 3.66  
 \*\*\*\* Cum Att: 45.00 Earn: 42.00 GPA Crs: 40.00 GPA Pts: 143.00 GPA:  
 3.57

Fall 2013

4.00 BTEC 2460 Comp Voice Technology 1.00 A 1.00 1.00  
 16.00 PSYC 2618 General Psychology 4.00 A 4.00 4.00

12.00 BTEC 2614 Customer Service Skills 3.00 A 3.00 3.00  
 9.00 COMM 1130 Interpersonal Comm 3.00 B 3.00 3.00  
 UNDG Term Att: 11.00 Earn: 11.00 GPA Crs: 11.00 GPA Pts: 41.00 GPA:  
 3.72  
 \*\*\*\* Cum Att: 56.00 Earn: 53.00 GPA Crs: 51.00 GPA Pts: 184.00 GPA:  
 3.60

Spring 2014

4.00 BTEC 2450 Powerpoint 1.00 A 1.00 1.00  
 12.00 BTEC 1220 Human Relations in Orgs 3.00 A 3.00 3.00  
 3.00 BTEC 2880 Electronic Portfolio Devl 1.00 B 1.00 1.00  
 12.00 MCOM 1106 American Cinema 3.00 A 3.00 3.00  
 UNDG Term Att: 8.00 Earn: 8.00 GPA Crs: 8.00 GPA Pts: 31.00 GPA:  
 3.87  
 \*\*\*\* Cum Att: 64.00 Earn: 61.00 GPA Crs: 59.00 GPA Pts: 215.00 GPA:  
 3.64

Career Undergrad Summary - Semester Hours

Local: Att: 64.00 Earn: 61.00 GPA Crs: 59.00 GPA Pts: 215.00 GPA:  
 3.64  
 Total: Att: 64.00 Earn: 61.00 GPA Crs: 59.00 GPA Pts: 215.00 GPA:  
 3.64

Z - Grade Not Yet Recorded

\* \* \* END OF ACADEMIC RECORD \* \* \*

\*\*\*\*\* Undergraduate Academic Record \*\*\*\*\*