

Andrea Murray

Rochester, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Coordinator

Cardinal of Minnesota - Rochester, MN - May 2012 to December 2013

- Took care of 4 disabled women in their home and assisted them with daily activities including; individual therapies, light house cleaning, money management, personal shopping, administered medication's, prepared meals, and provided transportation.
- Used a computer software program called Therap which served as a documentation and communication tool for employees at Cardinal.

Cashier/Customer Service

Nupa - Rochester, MN - 2009 to 2010

Responsibilities

- Operated the cash register, took orders, collected money, and dispensed change.
- Set tables, brought orders to tables, bused and cleaned tables, and washed dishes.
- Completed a cash inventory of register at the end of my shifts.

Auditor

RGIS - Rochester, MN - 2007 to 2009

Responsibilities

- Used a 10 key calculator to tabulate merchandise and scan products
- Took inventory and checked accuracy against previous totals
- Kept the items neat while working and acted professionally around customers

EDUCATION

Associates Degree in Health Information Tecnology

Rochester Community and Tecnical College - Rochester, MN

2003 to 2012

High School Diploma

John Marshall High School - Rochester, MN

1993 to 1996