

Adam Fromdahl

Operations Coordinator

Rochester, MN
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To obtain a challenging and rewarding career.
Authorized to work in the US for any employer

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WORK EXPERIENCE

Office Coordinator

Quest Group Employment Services (Southern Hills Park) - Stewartville, MN - December 2016 to Present

Responsibilities

Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors), maintaining office records, including records of all office expenses, Scheduling meetings and appointments, Coordinating with building maintenance staff and service vendors, Maintaining general office tidiness, & Running errands and performing miscellaneous job-related duties as assigned.

Operations Assistant

Express Employment (Waste Management) - Rochester, MN - June 2016 to October 2016

Responsibilities

Performing administrative duties, providing innovated ideas, managing company records, Coordinating Company meeting, events and sessions with other department assistants, Creating presentations, documents, files, spreadsheets and databases, & preparing financial reports.

Finance Specialist

EASTON MOTOR INC - La Crosse, WI - September 2014 to May 2015

Working closely with Management on underwriting auto loans for individuals with difficult or no credit. Training new employees, Data entry, working potential leads in Sales Force. Marketing to local businesses.

Manager Trainee

Enterprise Rent-A-Car - La Crosse, WI - April 2012 to September 2014

Responsibilities

Working closely with Sales Manager & individual sales reps to develop targeted lists, call strategies, and messaging to drive opportunities for new business. Research and build new and existing accounts (i.e. adding contacts, sending regular emails, appointment setting). Achieve or exceed monthly quotas.

STUDENT ADVISOR

KAPLAN UNIVERSITY - La Crosse, WI - April 2008 to April 2012

Responsibilities

Answer inbound calls and place orders for several product lines. Promptly and courteously respond to customer inquiries, requests or complaints. Perform outbound follow up calls/send thank you cards to build relationships with customers. Up sell products and service.

Guest Service Manager

Courtyard by Marriott - Rochester, MN - January 2002 to April 2008

Responsibilities

Oversee all front office operations, Assures guest satisfaction with room amenities and service. Resolve guest complaint in an efficient manner by performing the following duties. Produce room forecast. Scheduling employees to ensure proper coverage of hotel.

EDUCATION

Associate in Business Management & Admin

ROCHESTER COMMUNITY & TECHNICAL COLLEGE - Rochester, MN

2003 to 2005

GENERAL

JOHN MARSHALL HIGH SCHOOL - Rochester, MN

September 1996 to June 1999

SKILLS

microsoft office (10+ years), Computer Skills (10+ years), Clerical (5 years), Telecommunications (6 years), Sales (10+ years), Office Equipment (10+ years), Filing (10+ years), Time Management Skills (10+ years), Prioritizing (10+ years), Cashier (10+ years), Account Management (7 years), Accounts Payable (7 years), Payroll (10+ years), Telephone Skills (10+ years)