

ENTERED

# Anne Fossum

West Concord, MN  
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## WORK EXPERIENCE

### **Cashier**

Casey's General Store - West Concord, MN - 2012-03 - Present

Assist customers with purchasing items at the register.

Handle many money transaction as well as keeping all paperwork and receipts in order, along with a balanced register.

Keeping the store clean and safe for customers.

When not at register, I am cleaning and finding ways to improve the appearance of the store.

### **Line Worker/Machine Operator at a Food Manufacturing Plant**

Maple Island - Wanamingo, MN - 2012-06 - 2016-04

Operating various packaging and filler machines.

Inspecting of packaging and placement of material in packaging.

Emergency stopping or correcting a jammed machine.

Placing measuring scoops and/or coupon in cans at a very fast pace.

### **Animal Colony Manager**

Carleton College - Northfield, MN - 1998-09 - 2011-11

Hiring, Training and Supervising 5-8 student workers

Create and maintain schedule for student workers to care for 3 different species housed in the colony.

Follow OSHA & IAACA standards for animals housed in learning facility.

Passing all Federal and State inspections within the calendar year.

Prepare / deliver and document measured portions of food for a significant group of Cotton-Top Tamarins (endangered Monkey species). Three meals a day at specific times.

Identify and health issues and notify animal user (Professor) or veterinarian.

### **Wellness Center Receptionist**

Carleton College - Northfield, MN - 1998-05 - 2011-06

Assisting staff, faculty and students with scheduling appointments on electronic calendar.

Handling switchboard with 12 different lines.

Maintaining each staff members calendar regulating appointments and meetings.

Responsible for maintaining confidential records and handling private sensitive information.

Collecting payments for clinical charges and recording out standing bills with the business office on campus.

Data entry using File Maker Program

### **Admissions Representative / Switchboard Operator**

Northfield Hospital & Clinics - Northfield, MN - 1989-04 - 1998-03

Answering and successfully transfer all incoming calls to the hospital.

Registering patients for Emergency Room.

Registering patients for Out Patient Clinic.

Registering Out Patient surgery patients.

Retrieving and filing patient records.

Data Entry.  
Preparing billing statements.

#### EDUCATION

##### **Diploma in General / Deca**

Northfield Senior High School - Northfield, MN  
1983

#### ADDITIONAL INFORMATION

I take pride in whatever my job is and complete it to the best of my abilities. I enjoy helping coworkers and consistently keep mindful of the next person that is taking over the position or spot that I am doing at the time. I take confidence in saying that I am a dependable, hard worker and I have always gotten along with my supervisors and coworkers.