

Anna Boyum

12/21 10am

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After 5+ years of experience with customer service; with a strong emphasis on administration, I have grown in my career at Target by creating and managing schedules and products. With my great work ethic and customer service I was awarded employee of the month twice and received a bonus for top performers. I am looking to leverage my wealth of knowledge and experience into the open administrative assistant role at your organization.

#### October 2016-Present

##### **Target, Lakeville - Cake Decorator/ Administrator**

- Greet customers in person and phone
- Create invoices for all orders
- Supervise other staff and delegate responsibilities
- Maintain inventory on all supplies needed
- Managing and organize workload orders
- Time management to ensure all orders are complete and ontime.
- Sorting and organizing the floor and freezer product
- Deliver the best product possible

#### June 2016 -September 2016

##### **Hy-Vee, Apple valley - Baker**

- Carrying out fresh product
- Direct all customers with any question they may have
- Working with the bakery team to delivery fresh product
- Time management to ensure all orders are complete and on time

#### July 2013 - November 2014

##### **Farmington Bakery, Farmington - Team Member/ supervisor**

- Displaying daily product, freshly made for customers
- Greet and provide customer service for all customers
- Communicate with customers; understand their needs for their order
- Clean and close the bakery for the next day

#### Education

2013-2014

**Marshall MN, SouthWest State**

December 2014 - May 2016

**St. Paul College, St. Paul - Culinary**