

Danielle Krieger-Anderson

Lvm
8-29

Rochester, MN 55901

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Dependable, self-motivated individual who excels in assisting customers while providing high standards of efficiency, accuracy, and consistency.

- Seeking Full-time or part time
- Strong attention to detail
- Identifying obstacles and implementing solutions
- Type 63 WPM
- Affinity for numbers
- Flexible - willing to take on new tasks
- Committed to quality customer service
- Leadership - supervised, scheduled and trained 6 employees
- Multi-line phones, fax and copiers
- Well-versed in operating cash registers and balancing the till
- Bank deposits
- 10 key
- Payroll
- Microsoft Office, Excel
- Reconciling accounts
- completed medical terminally course at Skagit Valley college

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Self-Employed

House cleaning & In-home care - Oak Harbor, WA

March 2014 to May 2018

Provided cleaning services to residential homes, move-out deep cleaning and in-home care with light housekeeping.

Personal care assistant, cared for client and provided daily activities.

Adult Supported Living/site lead

Service Alternatives - Coupeville, WA

March 2013 to January 2014

Provided residential support and everyday essentials for daily living to people with disabilities including: transportation for groceries, shopping, medical appointments, cooking, cleaning, medication support, banking, tracked and reconciled their personal finances

Job Coach

Ability Building Center - Rochester, MN

February 2011 to October 2011

Supervised 5 - 6 clients in the community to perform their jobs through modeling, training and guidance, advocating for, tracking their work hours and transportation to and from their work sites

Office manager

Wild West classic mustang ranch - Monroe, WA
March 2004 to December 2004

Payroll, detailed office work

Assisted Living Caregiver

Hearth side assisted living - Snohomish, WA
March 1997 to February 1998

Assisted with medication, provided personal care

Education

College in Medical terminology

Skagit Valley College - Mount Vernon, WA
May 2018 to July 2018

General Educational Development Diploma

Grand Meadow High School - Grand Meadow, MN

Skills

- Account Reconciliation
- Multi-line Phone Systems
- 10 Key Data Entry
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- Account Reconciliation
- Multi-line Phone Systems
- QuickBooks
- Accounts Payable
- Accounts Receivable
- Warehouse experience
- Accounting
- 10 key calculator
- Cash handling
- Office experience
- Front desk
- Customer service
- Typing
- Cooking

- Payroll
- Medication administration (10+ years)
- Blood borne pathogens training (10+ years)
- PPE training (10+ years)
- Nursing assistant training (10+ years)

Assessments

Forklift Safety — Proficient

December 2020

Best practices and safety hazards in forklift operation

Full results: Proficient

Customer Focus & Orientation — Highly Proficient

December 2020

Responding to customer situations with sensitivity

Full results: Highly Proficient

Administrative Assistant/Receptionist — Proficient

December 2020

Using basic scheduling and organizational skills in an office setting

Full results: Proficient

Data Entry: Attention to Detail — Highly Proficient

August 2020

Maintaining data integrity by detecting errors

Full results: Highly Proficient

Scheduling — Highly Proficient

December 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: Highly Proficient

Spreadsheets with Microsoft Excel — Familiar

December 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: Familiar

Attention to Detail — Highly Proficient

October 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: Highly Proficient

Customer Service — Highly Proficient

October 2020

Identifying and resolving common customer issues

Full results: Highly Proficient

Call Center Customer Service — Expert

July 2020

Applying customer service skills in a call center setting.

Full results: Expert

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.