

10/11 1/2017

Elizabeth Seitz

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To obtain a customer service position utilizing my superior work ethic, soft skills, phone etiquette and professionalism from a progressive company looking to hire full time.

Authorized to work in the US for any employer

Work Experience

Assembler Line Worker

McNeilus Truck and Manufacturing - Rochester, MN
July 2019 to Present

- Apply decals
- Grease trucks
- Finish the cab
- Add brooms, shovels, clean out hoes
- Create and install data plates

Lyft Driver

Lyft Corporate
2018 to Present

Delivery Driver

Channel One Regional Food Bank - Rochester, MN
October 2020 to May 2021

Pack boxes then deliver them out in the community

Secretary/Receptionist

Decks Direct - Brooklyn Center, MN
February 2018 to June 2019

- Will Calls
- Emails
- Answering the phone
- Scanning documents
- RMA Specialist

Driver

Kids on the Go - Rochester, MN
February 2019 to April 2019

Transporting kids to and from school and appointments. Was only working here short term because I had moved from Minneapolis and was pregnant

Customer Service Representative

Customer Contact Services - Hopkins, MN

February 2016 to November 2017

Answer 80-200 calls a day

ATK Agent - Transfer people to the right band for firearms and ammo

Health Insurance - Data entry, help members receive gift cards for completing healthcare activities

Packaging

Doherty Staffing Solutions - Brooklyn Park, MN

April 2014 to January 2016

Shrink Wrapping

machine operator

Packaging

Education

High school or equivalent in Criminal Justice

Rochester Community and Technical College - Rochester, MN

January 2012 to May 2012

High school diploma in Medical Assistance

national American university - Brooklyn Center, MN

2011 to 2012

Skills

- Assembly Worker
- Assembly Line
- Clean Room
- Manufacturing
- Phone Etiquette
- Packaging
- Machining

Certifications and Licenses

Driver's License

Additional Information

Microsoft excel, Microsoft word, SAP, Outlook.