

Objective: To obtain a position that will utilize and enhance my strong skills in communication, computer software knowledge, and customer service.

Education:

Office Technology Assistant Diploma
St. Cloud Technical and Community College
May 2013

Diploma
Sauk Rapids-Rice Senior High School
May 2008

Professional Experience:

On-Site Recruiter May 2013 – October 2013
Masterson Solutions
Waite Park, Minnesota

- Liaison for Masterson Solutions to their client company
- Assigned stations in accordance with Masterson Policy
- Maintained a positive work environment between Masterson temporary and permanent staff

Team Member March 2010 – August 2011
McDonald's
Big Lake, Minnesota

- Provided excellent customer service to McDonald's patrons
- Sanitized and organized work space
- Helped uphold an encouraging team environment

Professional Fundraiser March 2008 – November 2009
Aria Communications
Saint Cloud, Minnesota

- Communicated with customers via telephone
- Edited phone scripts to enhance the fluency and effectiveness of customer interactions
- Assisted in maintaining a positive relationship between clients and prospects

Related Skills:

- Excellent organizational skills
- Strong customer skills
- Computer proficient