

Amber Schaefer

409 2nd street north apt.#3 - Sartell, MN
amberschaefer322@hotmail.com - (320) 247-0247

To obtain a position where I can exceed and use my knowledge to the best of my abilities

WORK EXPERIENCE

Warehouse Technician

Charter Communications - Waite Park, MN - August 2014 to December 2014

Blackwell Conservation Center

4155 County Hwy H

Laona, Wisconsin 54541

Front Desk Receptionist

Greeted guests to the center, answered and transferred calls on a multi-line switchboard, performed Receptionist duties, and trained others to do the job.

CORNER STORE:

497 U.S. Highway 8

Armstrong Creek, WI 54103

Cashier

Assist customers, worked with a cashier register, dealt with rentable movies, kept the store in a clean manner, faced the shelves, tagged incoming deer, changed the trash by the gas pumps, open/closed the store.

DOLLAR TREE:

10 South Benton Drive

Sauk Rapids, MN 56379

Filler/Stocker/Backup Cashier

Worked with back stock, U-Boats, setting and shelving merchandise, recover store at the end of every shift, take out boxes and garbage

EDUCATION

Business Technologies Trade

Blackwell Civilian Conservation Center - Laona, WI

October 2010 to April 2011

Diploma

North Central Technical College - Rhinelander, WI

October 2010 to April 2011

SKILLS

SKILLS: • Certified in Microsoft Office Suite: Word, PowerPoint, Outlook, and Excel • Proficient in Microsoft Access and Publisher • 5 minute test, 95% Accuracy, Type: 65 WPM / 9000+ KSPH 10 key calculator • Skilled in Basic Computer Operations and Troubleshooting • Complying business letters, memos, and proofreading experience • Processing incoming and outgoing mail, cataloging and storage of letters and records • Answering and transferring incoming calls on a multi-line switchboard • Filing, faxing, copying, scanning, and routine maintenance of office machines • Scheduling appointments and taking messages • Project management

experience • Cash handling experience, balancing daily reports • Training and supervising experience • Freight/
Stocking Merchandise • Setting Up Shelves • Till proficiency/ Counting Money