



CAREER OBJECTIVE

To work on the business side of my career. To be functional with the skills I have obtained from previous employers. To be that first person that someone sees to ensure they get what they need, and go where they need to go.

EDUCATION

- *Rochester Community and Technical College* from 2014 to December 2014
- *Rochester Community and Technical College* from 2005 to 2006
- ◇ Dental Assistant Program
- ◇ Psychology

EMPLOYMENT HISTORY

Aspen Dental Rochester, MN
(507) 288-2103

- Patient Service Representative 02/2014 to present
- ◇ Greet patients
- ◇ Create patient charts
- ◇ Verify insurance
- ◇ Place supply orders
- ◇ Collect payment

Golden Living Center Rochester, MN
(507) 288-6514

- Dietary Aid from 12/2010 to 05/2011
- ◇ Food service
- ◇ Prepared food
- ◇ Served food
- ◇ Dishwashing

Charter Communications Rochester, MN
(507) 535-7676

- Rep 1, Video Repair from 04/2013 to 09/2013
- ◇ Call center
- ◇ Cable and internet repair; billing
- ◇ Aveya phone systems
- ◇ CSG system

Macy's Rochester, MN
(507) 288-6514

- Store Associate from 11/2010 to 12/2010
- ◇ Seasonal
- ◇ Stock
- ◇ Cashiering
- ◇ Sales
- ◇ Opening and closing registers

Office Max Rochester, MN
(507) 288-8212

- Part-time Sales Associate from 07/2011 to 04/2013
- ◇ Point-of-Sales system
- ◇ Receiving goods
- ◇ Cashiering
- ◇ Stocking

Charter Communications Rochester, MN
(507) 535-7676

- Broadband Technical Specialist 1 from 09/2008 to 08/2010
- ◇ Call center
- ◇ Cable, internet, and phone repair; billing
- ◇ Aveya phone systems
- ◇ CSG system

REFERENCES

- Lindsey Abbott
- Mary Ann Brogan
- ◇ Office Manager at Aspen Dental: (507) 951-3753
- ◇ Co-worker at Aspen Dental: (507) 261-9494
- Amy Mueller
- Aaron Peterson
- ◇ Co-worker at Aspen Dental: (507) 332-2862
- ◇ Supervisor at Office Max: (651) 380-5884