

Holly Trost

Belle Plaine, MN 56011
hol233@hotmail.com - 612-859-9659

Authorized to work in the US for any employer

WORK EXPERIENCE

Receptionist/ Customer Service Representative

Higher Power Training - Eden Prairie, MN - December 2014 to June 2015

Responsibilities

- *Answer the phone
- *Greet customers
- *Tend to customers needs such as handing them a locker key
- *Give tours
- *Certain cleaning responsibilities such as taking out the trash
- *Assist owner and trainers with various tasks.
- *POS
- * Computer duties such as signing in members on our mindbody program and using excel.

Accomplishments

I have made friends with many of the clients that come into Higher Power training and have used my input to help make Higher Power Training an even better business in the field of customer service.

Skills Used

People skills, working well independently and with others, patient, hard-working, and always having a good attitude as well as a smile on my face. Computer, janitorial, and customer service skills are used at my current position.

Nanny

Independent - Various - June 2008 to May 2015

- *Responsible for the health and wellness of many children from many different families.
- *Cook
- *Clean
- *Plan activities
- *Chauffeur

Skills

- *Work well with children of high energy
- *Cleaning
- *Cooking
- *Maintain cheerful attitude
- *Creative

Kids Activities Team Member

Lifetime Fitness - Eden Prairie, MN - October 2011 to September 2012

Greeted parents dropping off children

- *Supervised kids and gave them activities
- *Babysat kids while parents or guardians were in the building
- *Cleaned childcare center to ensure a clutter free and safe child care center.

Skills

- *Maintain positive attitude throughout shift
- *Friendly
- *Good social skills
- *Be able to be on your feet all day
- *Good with children
- *Cleaning

Kitchen Staff

Belle Plaine Lutheran Home - Belle Plaine, MN - October 2008 to March 2012

Carted food

- *Served residents their supper
- *Assisted cook
- *Cleaned kitchen
- *Dishwasher

Skills

*Cooking

*Customer Service

*Work well with others

*Maintain energy

*Maintain cheerful attitude

*Cleaning

Greenhouse Worker

Town and Country Hardware - Belle Plaine, MN - April 2011 to July 2011

Seasonal)

- *Assisted customers
- *Maintained Greenhouse
- *Kept plants healthy

Skills

- *Experience in customer service
- *Enjoys working with people
- *CPR and First Aid certified
- *Hard Working

EDUCATION

Social Sciences

Metropolitan State University - Saint Paul, MN
2014 to 2017

Psychology Counseling

Crown College
August 2012 to May 2013

Normandale Community College
January 2012 to May 2012