

# Addy Donkhong

Belle Plaine, MN

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To obtain a fulltime /part time position in a growing and well developed company.

## WORK EXPERIENCE

### **Production Worker**

General Electirc - Hopkins, MN - July 2013 to Present

#### Responsibilities

- Cut and Roll membrane sheet for element s according to order.
- Assure Quality of membrane and Elements.
- Operate Rolling table, POS system and computer.
- Process, scan and Entry order in WIP System.
- Weld PC Fabric per Elements order.
- Read and Process Element order forms.
- Inspect finished Elements.

#### Skills Used

math skills, typing skills and speed and accuracy

### **Casino Dealer**

Canterbury Park Holdings - Shakopee, MN - April 2010 to September 2012

10 End Date: 9/2012

Casino Games Card Dealer

- Provide great customer service.
- Deal a fun and smooth casino card games.
- Deal Black Jack/ Pai gow Poker/ EZ Baccarat/ 3 and 4 card poker game and Ultimate Taxes Hold' em.
- Tray management with 2k-10k worth of chips.
- Entertain and provide a fun and safe atmosphere for customers.
- Cash in for casino chips

### **Black Jack Dealer/ Duel Rate Floor Supervisor**

Mystic Lake Casino and Hotel - Prior Lake, MN - June 2005 to April 2010

Provide a fun and outstanding customer service,

- Deal a fun and smooth Blackjack game.
- Cash in for chips
- Track customer per CTR /surveillance purpose.
- Tray management with 2k-10k of chips
- Entertain and provide a fun and safe atmosphere for casino guest.
- Log and track customers for comp points.
- Responsible for 4dealers compliance to all casino rules and procedures.

### **Casino Cage Cashier**

Mystic Lake Casino and Hotel - Prior Lake, MN - April 2003 to June 2005

Provide outstanding customer service.

- Cash out tito tickets, coins, and chips.
- Track and file CTR papers when needed.
- Responsible for 25k-250k in cash register.
- Log customers in system for comp points and check cashing.

### **Mortgage Closing Analyst**

Wells Fargo Mortgage - Eden Prairie, MN - November 2002 to April 2003

Analyze closing documents for accuracy prior to archiving.

- Updating documents per investments and procures from title companies for completed loans.
- Maintaining data accuracy and clarity for Wells Fargo investment.
- Procurement of Mortgage, Titles, Deeds and additional necessary loan closing documentations for analyzing
- Responsible for document correctness and integrity with notarization and signage.
- Single point contact for queries on loan status, date of closing and documents needed for completions.

### **Bankruptcy Specialist**

Fidelity Investment - Mendota Heights, MN - July 2002 to November 2002

Data entering, 10 keys

- Update, file and process bankruptcy documents prior to bankruptcy date per Fidelity Investment clients.
- Set up bankruptcy dates with the county court clerks
- Responsible for bankruptcy document correctness for state of Ohio per Fidelity Investment clients.
- Contact for bankruptcy status and documents needed for completion on bankruptcy.

### **Telephone Banker**

Fleet National Bank - Providence, RI - 1999 to April 2002

Resolving customer complaints and providing customer service.

- Ordering checks and reversing banks fees on all accounts.
- Cross-Selling and promoting bank programs.
- 10 keys account access, Data Entering.

## EDUCATION

### **Diploma**

Edison High School - Minneapolis, MN

State Of Rhode Island Education Center - Providence, RI

### **General**

CCRI Community College - Lincoln, RI

## ADDITIONAL INFORMATION

I am highly self motivated. I am able to multi-task under great pressure.

I work well with others in an extremely fast-paced environment. I have strong communication skills.

I have some computer skills. Excel/Word / Powerpoint/ Outlook/ Microsoft Office and other casino programs.

I am fluent in Thai and Laotian