

Courtney Berg

Resort Rep Coordinator - Lakeshirts

Detroit Lakes, MN
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WORK EXPERIENCE

Resort Rep Coordinator

Lakeshirts - October 2014 to Present

Answer phones, process new orders, take re-orders, filing, answer customer and rep questions. Update customer profiles and pricing, ensure orders are shipped on time, and quality control of produced products.

Inside Sales

Timberroots Millwork - April 2014 to October 2014

Answer phones, receive products, process orders, filing. Manage the schedule and oversee 3 individuals in the interior pre-finish department, quality control of products produced. Business closed - employees laid off.

Delivery Coordinator - Set

Menards, Inc - Detroit Lakes, MN - April 2010 to April 2014

Set up, count and load out deliveries to guests. Answer inquiries regarding deliveries, prices, dates available. Field general guest questions and assist with locating of items throughout the store.

Farm Hand

Morrison Turkey Farm - Detroit Lakes, MN - November 2008 to April 2010

Clean barns and egg room daily; pick, sort, wash and store eggs properly quickly and efficiently

EDUCATION

Associate of Applied Science

Minnesota State Community and Technical College - Detroit Lakes, MN
2010 to 2013

Detroit Lakes High School - Detroit Lakes, MN
2007 to 2011

ADDITIONAL INFORMATION

- Associate of Applied Science, 2013 - Minnesota State Community and Technical College
- Proficient in Microsoft Office, System V and Syspro
- Guest service experience for 5 years - direct sales and product ordering