

Carol Smith  
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(952) 686-1601.

**CAREER GOALS:**

I am seeking a new opportunity in a fast challenging environment where I can learn new and exciting skills.

**WORK EXPERIENCE:**

Ridgeview Medical Center, Waconia, MN, October 2002 - current

Currently, I work as an Environmental Services Representative. This position requires me to help patients when they require assistance. stocking all hospital supplies along with cleaning and sanitizing all patient areas.

**Birchwood Laboratories**, Eden Prairie, MN. December 1988 - October 2002

Worked on the production packaging line. This position required me to stand for long hours while packaging all products for shipping. After one year of employment, I was promoted to line leader 3. Responsibilities included but not limited: proper paper work procedures, quality control, safety check on machines to ensure functionality, and training of new employees.

**Duebers Department Store**, Waconia, MN, 55387. May 1984 - December 1988

Worked as a cashier. Customer Service.. Promoted to head cashier 2 years later. Which included all responsibilities for the stores inventory.

**EDUCATION:**

Graduated, 2013,

Chanhassen Adult Education Center. Word 2010 training Certificate

Graduated, 2006,

Hutchinson Community College, Nursing assistant degree

Graduated 1984

Waconia High School, Waconia, MN.

**SKILLS AND PERSONAL CHARACTERISTICS:**

Highly motivated, willing to learn.

Familiar with quality control.

Excellent communication skills.

Dependable and Reliable.

Attention to detail.

Goal oriented.

Excellent leadership qualities.

Positive attitude.