

900 Main Street
Cold Spring, MN 56320

Amy L. Olson
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(320) 685-7778
(320) 237-0451

OBJECTIVE

To work for an organization using my skills and experience in employee and office management.

EDUCATION

St. Cloud State University, St. Cloud, MN

May 1996

Received a Bachelor of Arts degree in English with honors, with an emphasis in Writing and a minor in Creative Writing.

COMPUTER EXPERIENCE

Microsoft Office, QuickBooks, Shepherd Staff, and Internet

WORK EXPERIENCE

Dei Spring Academy

July 2009-Present

Business Administrator

Responsible for the day to day operation of the child care center and former parochial school. Responsibilities include:

- Managing up to 18 employees, including all training and orientation
- Using Quickbooks and Microsoft Office
- Accounts payable and accounts receivable
- Processing twice monthly payroll
- Record keeping and reporting
- Manage a \$200,000-\$400,000 budget
- Food service management
- Wrote grants that awarded \$50,000+
- Responsible for licenses and confidential information
- Working with clients to best serve needs
- Advertising and recruitment
- Purchasing

Cold Spring Brewing Company

November 2006-June 2009

Receptionist

Responsible for day to day front office operation.

- Complete knowledge of phone system
- Directing and answering questions of all persons who enter the front office, including vendors, contractors, employees, sales people, customers, tourists, delivery drivers, applicants, etc.
- Training and scheduling front office employees
- Wrote training manual for front office staff
- Distributing and recording petty cash, employee sales, and pos sales
- Processing incoming and outgoing mail
- Ordering and purchasing all office and cleaning supplies
- Shipping and tracking of customer beverage samples
- Providing back up and support to all office and plant personnel, including executives
- Computer work related to job duties using Microsoft Office

Curves

December 2003-June 2006

Owner

Responsible for the complete training and operation of this health and fitness center.

- Budgeting, payroll, and accounts payable/receivable using Quickbooks
- Hiring and training staff
- Training and mentoring clients to meet health and fitness goals
- Responsible for confidential information
- Marketing plan, advertising, and sales

Merrill Corporation

June 2001-September 2002

Account Executive

Provided sales and account management for a major Merrill account.

- Managed quarterly promotions for client and represented Merrill at client's fourth quarter promotional kick-off meeting, San Francisco, CA
- Prepared quotes for print, collating, and fulfillment
- Wrote proposals for implementing new programs and organized new program set up including training of customer service staff and facilitated fulfillment
- Made presentations to client about account's capabilities
- Presented, coordinated, and reviewed client reporting. Required knowledge of client's business, customers, billing, reporting, and programs
- Responsible for problem solving and providing business solutions

FREELANCE

Writer

Present

CERTIFICATION

Certified Food Manager

VOLUNTEER EXPERIENCE

Member of the Dei Spring Academy Board of Education
Treasurer of the Dei Spring Academy Board of Education

February 2007-June 2009
July 2007-June 2009

NETWORKING

LinkedIn.com

PROFESSIONAL REFERENCES

Mary Barczynski
Teacher
(262) 719-5678

Doris Fiecke
Director
(320) 685-7700

Julie Wendroth
Accounts Payable
(320) 980-0641