

April Kuchta

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Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Associate

Pace International - Rochester, MN - 2017-04 - 2017-07

Pace International is an authorized dealer for Dish, selling their mobile tv equipment and activating dish accounts in an all inbound call center.

After leaving this position in August 2016 to work at Minn Med, working part time, I returned to Pace once again in April '17 to return full time.

Security Receptionist

Minnesota Medical Solutions - Rochester, MN - 2016-08 - 2017-04

Checking IDs and checking patients in, while also being responsible for clerical / administrative duties. Light cleaning duties.

Sales Associate

Pace International - Rochester, MN - 2016-06 - 2016-08

Pace International is an authorized dealer for Dish, selling their mobile tv equipment and activating dish accounts in an all inbound call center.

Collector

NeebEDU - Rochester, MN - 2015-01 - 2016-01

Collected on defaulted student loans for Department of Education while also retaining accounts set up within an approved payment plan.

Administrative Clerk

Van Ru Credit Corporation - Milwaukee, WI - 2010-11 - 2014-04

Responsibilities

As an admin for a collection agency, I made sure all accounts were up to date and in compliance and/or being worked correctly. I was also responsible for paperwork to specific clients we served, and organizing accounts to be worked by whole departments and/or individual representatives.

Accomplishments

I helped my department reach goal and keep up with accounts we were given to collect on.

Skills Used

- organization
- communication
- independence
- strong work ethic
- focus on task at hand

-multi tasking, almost constantly

CERTIFICATIONS/LICENSES

Security Clearance

Obtained while collecting for Department of Education through Van Ru Credit Corp and NeebEDU