

APRIL L BERGERSON

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OBJECTIVE

To find a fun and team oriented career that is challenging and satisfying.

JOB HISTORY/DUTIES

KENNEL AND VET ASSISTANT

QUARTZ MOUNTAIN ANIMAL HOSPITAL
SCOTTSDALE, AZ

Start Date: 2/96 End Date: 7/96

MY JOB DUTIES INCLUDED WALKING DOGS, BATHING, CLEANING KENNELS, ASSISTING IN SURGUREY, MAKING PACKS, ADMINISTERING MEDS, AND HELPING OUT IN THE FRONT OFFICE.

SUPERVISOR

Star Car Wash
Plano, TX

Start Date: 5/1/1998 End Date: 8/1/1999

Selling services, answering phones, scheduling, customer service, inventory, some bookwork, running the till, closing out the till at the end of the day, and supervising the detail department.

CUSTOMER SERVICE

Herbergers
Albert Lea, MN

Start Date: 2/1/2000 End Date: 5/1/2000

Selling products, answering phones, customer service, inventory, running the till, and opening and closing the till

STAFF

Crest Services
Albert Lea, MN

Start Date: 7/1/2002 End Date: 11/1/2002

Taking care of mentally challenged persons, including physical therapy, administrating meds, balancing their checkbook and persona finances, cleaning the house where they live, and being someone they trust.

GENERAL

Jeffs Auto and Transmission Repair
Albert Lea, MN

Start Date: 5/1/2002 End Date: 7/1/2007

Answering phones, accounts receivable and payable, ordering parts, balancing checkbook, bookwork(taxes, payroll), online ordering, and inventory

KENNEL ASSISTANT

CLARKS GROVE VET CLINIC

CLARKS GROVE, MN

Start Date: 10/06 End Date: 2/07

MY JOB DUTIES INCLUDED CLEANING KENNELS, TAKING CARE OF THE DOGS AND CATS, ADMINISTRATING MEDS, AND HELPING OUT WHEREVER THEY NEEDED ME

GENERAL

Tune Trucking

Waseca, MN

Start Date: 1/1/2007 End Date: 01/09

My job duties include: bookwork, taxes, ifta, part ordering, parts running, and pretty much anything to do with the semi's.

GENERAL

G&J Transport

Waseca, MN

Start Date: 3/1/2007 End Date: 02/08

My job duties include some bookwork, part ordering, parts running, and some dispatch.

FLEET MANAGER

TAYLOR TRUCK LINES

NORTHFIELD, MN

Start Date: 12/08 End Date: 05/09

My job duties included, overseeing the daily functions of 42 OTR trucks. I managed their hours of service, dispatching loads, making sure they got their home time, scheduling their trucks and trailers for service, working with brokers, etc. I also found loads on various load search websites. I am fluent with the qualcom system, total mail, pc miler, DAT, and various other transportation systems.

Administrative

Winnebago Manufacturing (Temp job for Doherty Staffing)

Blue Earth, MN

Start Date: 9/09 End Date: 2/10

My daily duties included: answering a multi line phone, checking e-mails, sending and receiving invoices and filing all paperwork in its appropriate place. It was also my job to oversee the daily production of peices, according to job work orders and to make sure the production and finished peices were on schedule and making delivery on time. I handled all AR and AP accounts as well and constructed all shipping slips and bill of ladings.

CSR

Ritchie Bros. Auctioneers (Temp job for Doherty Staffing)

Medford, MN

Start Date: 6/20/2010 End Date: 7/2/2010

My job duties included: registration of new and exsiting customers, greeting customers and sale site people, working closely with the CSM's, ensuring quality customer service. I was also lucky enough to be asked to stay for after sale to help. I took payments, printed out release tickets, filed paperwork and distributed customer service to various customers and drivers. It was also my responsibility to do AR calls, and set up payment schedules and send and collect the appropriate tax documents prior to payment.

CSR

Ritchie Bros. Auctioneers (Temp job for Doherty Staffing)

Medford,MN

Start Date: 9/24/2010 End Date: 10/1/2010

Same responsibilitys as June sale. Was also asked to stay after sale to perform same duties as listed above.

Receptionist/ CSR

Ritchie Bros. Auctioneers

Medford,MN

Start Date: 11/9/2010 End Date: PRESENT

I have a variety of responsibilitys for this position. I answer a multi line phone and distribute calls to the appropriate salesman, CSM, yard personnel, or answer questions myself. I am also assigned various projects by the sales site coordinator, yard manager, area manager, and CSM'S. I file paperwork as needed in its desinated area as well. I re-stock brochure displays for upcoming sales, and take past brochures and file them.I work very closely with the CSM's and perform anything that is asked of me.

EDUCATION

Major: none

Saguaro High School, AZ US

Date Completed: 5/1/1996

LICENSES/CERTIFICATES/ADDITIONAL TRAINING

HOURS OF SERVICE TRAINING

02/09

TAYLOR TRUCK LINES MN

REASONABLE SUSPICION TESTING

04/09

TAYLOR TRUCK LINES MN

ADDITIONAL SKILLS

I have extensive customer service skills, know and understand the use of a computer, and are able to handle various situations when it comes to customers. I am proficient in word, excel, quickbooks, powerpoint, and many others. I learn very quicly and pick up on things fast. I am always willing to learn new things as well. I am a self starter and have an extreme eye for detail. Multi tasking is one of my areas of perfection, and deal very well in a busy enviroment other than one of structure. I consisder myself to be a leader rather than a follower, and have past experience in leadership roles. I can be a good listener and prefer to resolve issues in a decent and timely matter. I feel that I would be a great asset to a employer who could truly use my skills to the fullest. I am a very dedicated and hard worker and love to be a part of a team.