

# CINDY LOU CERNOHOUS

Box 187  
Ihlen, MN 56140  
Home Phone 507-348-3092

## QUALIFICATIONS

I am someone who is dependable, loyal, experienced, works well under pressure and gets along well with other people. I would be very happy to visit with you. Thank you for your consideration.

## WORK HISTORY

**Office Manager, Kozlowski Ins. & Financial Serv. 1990 - present**

I greet & service the public, follow all accounts from beginning to end, responsible for the smooth running of the office. I also do sales and am knowledgeable in health insurance, medicare supplements, life insurance, property, casualty, 401K plans, simple plans, mutual funds, etc.

**Manager, Amoco Food Shop 1988 - 1990**

I ordered supplies, interviewed and hired employees, and in charge of deli preparation. I also made sure all cleaning and resupplying of items was taken care of.

**Typesetter, Fey Industries 1985 - 1988**

Typesetting, paste up work (ad layout), some camera work, worked on official program for Classic Chevy show, stripping up, plate burning, keylining and followed all projects from beginning to completion.

## EDUCATION

MN West. Vocational Institute - Discrimination Seminar  
Rain & Hail LLC - MPCl Training Seminar  
First Colony Life Insurance Co. - Life & Annuity Seminar  
Windows 95 Course - Pipestone Vo-Tech  
Lineotype Seminar - Edgerton, MN  
Compugraphic Seminar - Minneapolis, MN  
Compugraphic Seminar - Sioux Falls, SD  
Pipestone Area Vocational Technical Institute - One Year Accounting Program

## COMPUTER SKILLS

- Omnitec 2100 - Mergenthaler Typesetter
- IBM Computer
- Apple II Minicomputer
- Compaq Computer System
- Epson Computer

## LICENSES

- Licensed Insurance Agent in Property, Casualty, Life & Health

References will be given upon request.