

# Christy Martell

Eagan, MN

christymartell2\_ypw@indeedemail.com - 6127358213

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Front Desk Receptionist, Office Manager, Concept Marketing Groups**

- 2016 to Present

Handle all customer concerns. Manage financial records and payroll.

### **Front Desk Receptionist**

Viking Magazine - 2015 to 2016

Assisted HR, scanning and filing, managed credit card disputes, communicated via fax and email, organized mail, updated addresses in database.

### **Server/Bartender/Manager**

Broadway Pizza - 2008 to 2013

Coordinated schedule, conducted interviews, ordered liquor, managing financial books and deposits. Cleaned and maintained bar and restaurant, served and made drinks. Managed employees, supervised opening and closing.

### **Sales Manager**

Blockbuster - 2004 to 2008

Assisted with recruiting, training, evaluation, employee management. Managed cash and deposits.

### **Store Manager**

Clean and Press - 2002 to 2004

Recruited, trained, evaluated and counseled employees. Handled all customer concerns. Maintained store appearance. Generated daily sales reports and all financial tracking.

### **Teller Supervisor**

Citizen Independent Bank - 1998 to 2002

Generated daily reports and monitored all financial tracking.

Handled cash and verified deposits and withdrawals. Managed staff of 5 representatives. Handled and resolved all customer concerns.

## EDUCATION

### **Business Administration and Computer Science**

Hennepin Technical College

2005 to 2010

Cooper High School  
1997 to 2000