

Cynthia Remley

Minnetonka, MN

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Authorized to work in the US for any employer

Work Experience

Cook/Prep

Tin Bins - Stillwater, MN

September 2018 to Present

Busing tables

Preping bakery for the next day

Open/ Closing. The cafe

Preparing food orders that come back to the kitchen.

Stay at Home Mother

Myself - Burnsville, MN

Front Desk Associate

Provider Data Maintenance - Eden Prairie, MN

January 2018 to February 2018

Eden Prairie, MN

January 2018 to Present

Entered Provider Information into the computer

Entered in the information that would pay the insurance company

Made sure records had the correct information

Front Desk Associate

Simply Massage and Spa - Rosemount, MN

Greet and assist clients with their needs

Answer the Phone

Book, reschedule, and cancel appointments

Filing

Data Entry

Close the Spa for the evening

Administrative Assistant

On The Spot Staffing - Houston, TX

April 2015 to May 2016

Retail Associate (Seasonal)

Toys R Us - Burnsville, MN

November 2014 to February 2015

Lead Teacher

New Horizon Academy - Apple Valley, MN
March 2014 to July 2014

Lead Teacher

YMCA - Eagan, MN
October 2013 to March 2014

Lead Teacher

Anna's Bananas - Burnsville, MN
January 2013 to September 2013

Education

Bachelor's in Business Administration

American Continental University - Work at Home
March 2018 to July 2020

Associate in Business

Fortis College-Centerville - Work at Home
November 2015 to October 2016

Skills

Front Desk, Reception, Front Office, Customer Service

Certifications/Licenses

Child Care Specialist