

Sheila J Dahnke

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Objective

Seeking new opportunities and challenges in a Human Resources role.
To build upon 14 years of Human Resource experience.

Work Experience

05/1991

Sam's Club, St. Cloud, MN

Personnel Training Coordinator

PERSONNEL TRAINING COORDINATOR (1998 - Present)

*Process payroll daily, submit reports, keying of award money to associates.

*Call and arrange new applicant interviews.

*Conduct orientation of new hires.

*Process required new hire paperwork - (I-9, submit background check form, reference checks,

benefit beneficiary form, safety checklist, orientation checklist)

*Construct new hire files and manage 200 associate files.

*Inform associates of benefits and conduct benefit open enrollment annually.

*Handle associate accident paperwork and manage OSHA Log.

* File audits of associate files.

*Key associate pay increase into the computer

* Oversee associate surveys for the club

*Mentor and train associates

Other Positions Prior to PTC Position at Sam's Club

COS (FRONT END SUPERVISOR) (1992 -1998)

* Supervised 30 - 40 associates

*Responsible for large quantities of money

*Wrote weekly schedules for cashiers, COS'S, Member Greeters and Cart Attendants

*Assisted Members

*Competition Shopped

CASHIER (1991 - 1992)

*Responsible for cash drawer

*Assist members with questions and check out members merchandise

*Zone Merchandise

06/1980 - Transit Systems, Inc., St. Cloud, MN
06/1981 *Dispatcher*
*Payroll
*Assist bus drivers with route assignments

02/1978 - Fingerhut Corporation, St. Cloud, MN
02/1980 *Administrative Clerk*
*Handle and key return receipts in the Returns Department.

06/1976 - Tri-County Abstract and Title Guaranty, St. Cloud, MN
11/1977 *Secretary*
Full Time Secretary Position
Typing Abstracts and Deeds
Filing

Education

1975 - 1976 St. Cloud Technical College, St. Cloud, MN
General Clerical Degree

1975 Kimball Area High School, Kimball, MN
High School

1970 St. Anthony's Catholic School, Watkins, MN
Elementary School

Honors and Awards

Honors and Awards from Sam's Club

** Cashier Of The Month -- May, 1992
** Cashier Of The Month -- September, 1994
** Cashier Of The Month -- September, 1995
** Front End Partner Of The Month -- June, 1998
** Front End Partner Of The Month -- September, 1999
** Front End Associate Of the Month -- April 2004
** Front End Associate Of the Month -- May 2007
** Associate Of The Year -- 2007