

# Terry Griebenow

## Assistant manager

Pine Island, MN

tlgriebenow@gmail.com - (507) 273-1613

\* A position for a company that will utilize my abilities and skills in perfection of a job well done

### WORK EXPERIENCE

#### **Assistant manager**

caseys general store - Zumbrota, MN - December 2009 to July 2011

Supervised employees and made out work schedules

\* Opened and closed the store

\* Enforced work policies, cooked, cleaned, ordered food, dairy, beverages, ect

\* computer skills, data entry, accounting and count out the tills, lottery, money to bank, unload trucks.

#### **central supply tech 2**

Mayo Medical Center - Rochester, MN - June 1993 to December 2009

55902

Tel: (507) 284-2511

\* Received pharmacist requests for patient prescription renewals and coordinated physician review and signature

\* Provided general clerical support including mail sort, run errands, call histories and X-rays, ordered supplies

\* Operated equipment efficiently including phone, fax, copier, typewriter, computer, power point

\* Built and distributed surgery carts with supplies after packaging instruments

\* Assembled and tested equipment

\* Stripped and cleaned beds in intensive care unit

\* Maintained Intensive Care unit rooms and equipment cleanliness following Environmental Services guidelines

\* Used cleaning supplies, mops, vaccums, brooms, floor wax

\* Cleaned floors, windows, ceilings, walls, bathrooms, patient rooms and equipment

#### **Housekeeper/janitor**

Mayo clinic/stmarys hospital - Rochester, MN - June 1993 to December 2009

Responsibilities

Change bedding,dust,mop,clean bathrms,clean medical equipment,,dustmop,wax floors,change towels,and fill supplies

Accomplishments

Clean patient rooms

### EDUCATION

#### **GED in general diploma**

Alebert Lea Technical College - Albert Lea, MN

