

# Courtney M. Hansel

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**Objective** To obtain part-time employment in a clerical position.

**Education** *Bachelor of Science:* Teaching  
Winona State University, Winona, MN  
Major: Elementary Education  
GPA 3.22, Dean's List

## Professional Experience

**Cashier** **Aug. 2010 – Present**

Midtown Foods, Winona, MN

- Greet customers as they enter the checkout
- Ring up customer orders and receive payment by cash, check, credit card or vouchers
- Provide customers with receipts for purchases
- Answer the telephone
- Process returns and exchanges for the customer

**Kindergarten Teacher** **Oct. 2010 – Jun. 2011**

St. Charles Public Schools, St. Charles, MN

- Instructed students both individually and in groups
- Adapted teaching methods to meet the differing needs of students
- Coordinating and conducting parent-teacher conferences
- Participated in team, school and district meetings
- Established positive relationships with students, faculty and parents

**Collections Representative** **Mar. 2010 – Aug. 2010**

Pinnacle Financial Group, Decorah, IA

- Monitor overdue accounts using computers and a variety of automated systems
- Record information regarding the financial status of clients/debtors and the status of collection efforts
- Provide clients/debtors with necessary actions and strategies for debt repayment

**Cashier** **Aug. 2005 – Aug. 2009**

Midtown Foods, Winona, MN

- Greet customers as they enter the checkout
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**References** Available upon request