

Kelly Hoffman

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Wabasha, MN 55981

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PROFILE:

- ❖ Responsible and Hard working
- ❖ 6 years of Customer Service Experience
- ❖ Always puts customer first
- ❖ Willing to learn with a "can-do" attitude
- ❖ Fun and challenging work environment

SKILLS:

- ❖ Typing 50+ WPM
- ❖ Microsoft Programs: Word, Excel, PowerPoint, Email
- ❖ Use of Multiline phone
- ❖ Organization, cleaning, and multi-tasking
- ❖ Suggestive Selling

WORK HISTORY:

Server-T-Bones Grill and Bar	Wabasha, MN	2011
Making sure customers are happy, cleaning, opened everyday		
Clerical Intern-Wabasha County Social Services	Wabasha, MN	2010-2011
Imaging, filing, front desk experience, multiline phone use, MAXIS system		
Store Clerk-Book Cliffs	Wabasha, MN	2010
Data Entry, Register, Book Filing, Organizing		
General Administrative Assistant-RDM of Minnesota	Dodge Center, MN	2010
Spreadsheets, organized files, multiline phone, cleaning, type notes from seminars		
Retail Clerk- Kwik Trip	Kellogg, MN	2008-2009
Register Use, Assist Customers, Clean, Cook and Truck		
Cook, Waitress, Deliveries -Riverboat Lanes	Wabasha, MN	2007-2008
Complete food orders, deliver food, wait on customers, multiline phone use, and register use		
Salon Assistant- Bodyworks by Karen	Kasson, MN	2000-2005
Schedule appointments, reset station, make coffee, cash handling, deposits		

EDUCATION:

GED-Department of Education	2009
K-11 high school	
Administrative Assistant Program	2011-Present