

# Jennifer Gerwig

## Administrative Assistant

Fort Collins, CO

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Currently seeking a permanent full time position with a company that will allow me to fully utilize my effective time management skills, superior attention to detail, problem solving abilities and excellent communication skills.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Administrative Assistant (Contract Position)**

Randstad for RiverSource Insurance & Annuities Inc - Minneapolis, MN - 2017-01 - 2017-05

- Created entries in and updated Service Track database
- Printed, quality checked and mailed customer documents (monthly statements, tax statements, etc.)
- Compose cover letters for customer document mailings
- Prepared documents for scanning
- Provided timely, same-day service on customer service requests
- Maintained a high level of confidentiality with customer policy information

#### **Administrative Assistant (Contract Position)**

Kelly Mitchell Group, Inc. for Cargill - Hopkins, MN - 2015-06 - 2015-12

- Reconciled monthly steel inventory of more than \$50 million for eight locations across the U.S.A.
- Imported Mill Test Reports from various countries into the Cargill Metals database
- Supported the Senior Administrative Assistant by creating and maintaining filing system, scanning, copying and other administrative tasks as needed
- Supported traders in multi-million-dollar contract execution, cross-checking contracts against customer purchase orders for any discrepancies.
- Supported Accounting and Operations by maintaining Excel Spreadsheets and other documents as well as high volume data entry

#### **Administrative Assistant (Contract Position)**

Insight Global for Unisys at Ameriprise Financial - Minneapolis, MN - 2013-09 - 2013-12

- Scheduled employees for software migration using scheduling software
- Assisted with purchasing billions of dollars into Service Now database
- Updated and maintained various Excel spreadsheets daily
- Conducted research by phone and email to locate missing IT assets to save the company thousands in replacement costs.

#### **Administrative Assistant**

Minnesota Builder's Exchange - Minneapolis, MN - 2007-09 - 2013-04

Minneapolis, Minnesota

- Greeted visitors in a friendly manner, providing assistance as needed
- Efficiently managed a multi-line phone system, answering and directing calls, 50+ calls a day
- Received, scanned, and documented new construction project plans into project management system Including 100+ construction projects on a weekly basis

- Provided superior customer service to 1500+ exchange members spanning over a five-state area
- Updated project plans as required
- Performed various administrative duties as needed

#### EDUCATION

##### **Bachelor of Applied Arts in Recreation Administration**

Central Michigan University

2007-05