

1st Shift Package

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strong willed individual with great leadership qualities, although am always eager and willing to learn new aspects of every job/career. work well with others but also love to work on my own. I love to meet and exceed expectations and daily goals and quotas. I will make a great asset to any working environment.

Work Experience

Resident Assistant

Field Crest Care Center - Hayfield, MN
April 2021 to May 2021

Assisted elderly with daily living routine!

Covid Screener

Mayo Clinic - Rochester, MN
July 2020 to December 2020

Screener for covid as people walked in to clinic

Resident Assistant

Field Crest Care Center - Hayfield, MN
November 2019 to May 2020

I worked overnights as a resident assistant. I helped with everyday activities in assisted living. Showers, bathroom, laundry, gave meds, cleaned up after accidents. Basically helped to make their lives as simple and easy as possible without over stepping boundaries ! Maintaining safety!

Production Assembly Technician

Geotek - Stewartville, MN
July 2018 to March 2019

Made utility beams. Worked daily with paint, and fiberglass. Heavy lifting.

Video Repair Specialist

Spectrum - Rochester, NY
March 2018 to June 2018

Worked in call center and assisted customers with video issues!

Server/Waiter

Daniels - Kasson, MN
August 2016 to January 2018

I opened the restaurant and served breakfast and lunch to the patrons.

Freight

Hardware hank - Kasson, MN

April 2013 to June 2016

Freight Manager/customer service/Floor associate

Hardware Hank

Kasson, Mn

Start Date: 04-09-2013

I am the freight Manager. I receive all items of product that come into the store and check quality of items before they are put out for stock. reading of detailed product description and numbers is a major part of this job. I download the freight, and also finalize all of the paperwork when the freight is complete. I consistently lift anything in range from 5 lbs. to 70 lbs. I also use a hand pallet jack on a regular basis. I also work out on the sales floor, and help out any way that I can with any position that needs assistance. I answer phone calls and direct customers via over the phone or in person as to find what it is that they are inquiring about.

Bartender

The Hubbell House

Mantorville, MN

Start Date: 10-2008 End Date: 11_2012

Bartend, and I occasionally cocktail waitress as well. I also am opener and closer on different days so I need to do closing duties on the cash register

Production Worker

IFP

Hayfield, MN

Start Date: 6-2007 End Date: 3-2008

I work as a night shift production worker making powdered drinks, such as teas, crystal lights, and so on and so forth. we make batches that are around 5 to 6 hundred pound batches a t a time. the when we are done we sift the batches of product into 50 lb. boxes or bags, label them, then either zip tie or tape them. At the end we palletize them and do all of the paperwork for each batch and each pallet.

Cashier/Cook

Kwik Trip

Kasson, MN

Start Date: 3-2007 End Date: 7-2007

I was a cashier, and a cook at a kwik trip convenient store. Waited on customers and made sure that they found everything they were looking for and didn't forget anything. made the daily food for the hot spot case, restocked merchandise on the floor, checked dates to make sure nothing had expired, and swept mopped and cleaned the bathrooms several times a day. also cleaned the ovens daily and did the dishes.

Night Shift Lead

Card Fulfillment Services

Mankato, MN

Start Date: 7/1/2006 End Date: 1/1/2007

I was in charge of making sure that the printers and hot stampers got their jobs done efficiently and correctly. I had to make sure that they always were stocked with materials to get their jobs done. Lifted boxes 25 to 50 lbs. on a daily basis. I had to sign off when each person had correctly done so. I was in

charge of fixing machines as they broke, and setting up machines for new orders. I also put in maintenance

slips for machines as they would call for extra work. I also assisted in the shipping department for daily shipments as the season called for extra assistance at times.

Bartender, Waitress, Cook

Farley Bar and Grill

Janesville, MN

Start Date: 1/1/2003 End Date: 3/1/2006

I worked as a bartender, waitress, and a cook. Worked many shifts alone, opened and closed the bar down. It was a small town bar, but makes for busy work as was sometimes cooking while bartending and waitressing all alone at the same time. Great training for multi-tasking. Closed out till and pull tabs at the end of each shift.

Material Handler, Bindery

Brown Printing Company

Waseca, MN

Start Date: 4/1/2004 End Date: 11/1/2004

I worked in both the bindery and the press room as the work was needed. I jogged papers, filled machines to make catalogs and magazines, then palletized completed products. and sometimes put into mailbags. Was trained in mail control. Lifting 50 to 75 lbs. on a daily 12 hr shift.

Internet Specialist

E-Travel Experts

Mankato, MN

Start Date: 3/1/2003 End Date: 4/1/2004

I was an Internet Specialist for Northwest Airlines online at nwa.com. I assisted customers in making their online reservations when they were unable to do so for themselves. Escalated problems through E-mail, did filing, faxing, and met daily quotas for both calls and e-mail support.

Education

None in Travel and Tourism

Rasmussen Business College

None

Minnesota school of business

Skills

- Server (10+ years)
- POS (3 years)
- Training (1 year)
- Organizational Skills (5 years)
- Fast learner (10+ years)
- Customer Service (10+ years)
- Sales (4 years)

- Assembly Line (7 years)
- Assembly Worker (7 years)
- General Labor
- General Laborer
- Line Worker
- Residential Cleaning
- Materials Handling (7 years)
- Heavy Lifting
- Order Picking
- Freight Experience
- Laundry
- Pallet Jack (5 years)
- Shipping & Receiving
- Bartending
- Home Care
- Restaurant Experience (10+ years)
- Load & Unload
- Warehouse Experience
- Merchandising
- Food Preparation (5 years)
- Manufacturing
- Carpentry
- Inside Sales
- Mechanical Knowledge
- Meal Preparation (5 years)
- Assembly
- AS400
- Stocking
- Picking & packing
- Packaging
- RF scanner

Certifications and Licenses

driver's license

Assessments

Reliability — Completed

October 2019

Tendency to be dependable and come to work

Full results: Completed

Reliability — Completed

May 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: Completed

Mechanical Skills: Aptitude — Proficient

October 2019

Understanding and applying mechanical concepts and processes.

Full results: Proficient

Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: Highly Proficient

Cashier Skills — Expert

May 2020

Counting cash, processing transactions, following written procedures, and attending to details.

Full results: Expert

Scheduling — Highly Proficient

June 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: Highly Proficient

Data Entry — Highly Proficient

June 2020

Entering data quickly and accurately

Full results: Highly Proficient

Active Listening — Proficient

July 2020

Actively listening and appropriately responding in conversations

Full results: Proficient

Inside sales — Expert

January 2021

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: Expert

Mechanical skills: Monitoring — Expert

January 2021

Understanding of machine dials, gauges, displays, and data charts

Full results: Expert

Analyzing data — Proficient

January 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data
Full results: Proficient

Basic attention to detail — Expert

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information
Full results: Expert

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I have used the following programs and have skills in them. The as400, windows, word, some experience with powerpoint and excel. I can type around 40 wpm without any mistakes. I can drive a forklift. I have no problem standing for an entire shift, on the other hand I have no problem sitting for an entire shift also. I also know how to use a printer, fax machine and copier. I have experience making inbound and outbound calls. I have made cold calls as well as warm calls. I am a big people person which makes it comfortable to talk with new customers, and also makes it easy for me to learn and understand new challenges as they come my way. I can lift up to 100 lbs for an entire shift. I have great leadership skills and always know that there is always something new to be taught no matter what position you are in.

I have also worked independently as a house cleaner, as well as for a cleaning company, and hotel housekeeper in the past!