

# Jessica Seim

## Looking for full time work

North Saint Paul, MN

jmsmail007@gmail.com - (651) 808-5970

I am a jack of all trades who has worked many different jobs and has a college education. I am reliable, not a quitter, and can work well with all different types of people.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Deli Worker**

Cub Foods - Stillwater, MN - September 2014 to Present

##### Responsibilities

I do many different jobs here, which include, making salads, slicing and serving meat and cheese to customers, cooking rotisserie chickens and grilled chicken for the hot case, serving customers on the hot case, cashiering, making pizzas, stocking and organizing, and cleaning everything in sight. I also assist in training new employees.

##### Skills Used

Patience, the ability to work with many different types of people, the ability to be on your feet for hours at a time, the ability to work well alone without direction.

#### **Production Worker**

The Right Staff - Saint Paul, MN - June 2014 to July 2014

##### Responsibilities

This is a temp agency which placed me at Pearson's Candy Company. My duties here were to inspect candy for defects and package candy into boxes, then place the proper shipping label on each box before putting them on a pallet.

##### Skills Used

attention to detail and patience were essential

#### **Nutrition Assistant**

Indrotec - Saint Paul, MN - April 2014 to April 2014

##### Responsibilities

My job was to cook and serve food in a school cafeteria. Specific duties I did were cutting fruit, serving properly portioned food at mealtimes, assisting in cafeteria set up and cleanup, preparing the snacks for snack time.

#### **Inventory Clerk**

Lifeway Christian stores - Woodbury, MN - March 2014 to March 2014

##### Responsibilities

My job was to use a handheld device to accurately count the number of each item on the shelves of the store. The handheld device was used in order to input the information into a computer.

##### Accomplishments

I learned how to do inventory, which is a skill many jobs look for.

**Skills Used**

accuracy, attention to detail, patience, reading English, counting numbers.

**Package Handler**

Fed Ex - Mahtomedi, MN - January 2014 to February 2014

This job was VERY physically demanding. I was required to load packages of all different sizes and weights onto semi trailers. This job required me to be able to work diligently and efficiently by myself while still completing all of my tasks in a timely manner. I also had to pay close attention to various safety procedures because I worked in a warehouse setting around lots of conveyor belts and heavy machinery, and I was also schooled in proper lifting techniques, all of which was to insure against injury.

**Test Scorer**

Data Recognition Corp - Woodbury, MN - April 2012 to July 2013

This was a seasonal position within the company, which required its employees to have a four-year college degree (no specified major). My job was to grade national grade-school assessment tests as they were submitted from various states. My work with this company took place mostly during the summer, but work was available sporadically during the fall/winter months. The types of tests I grade include mostly reading and writing.

**Processor**

Goodwill - Maplewood, MN - January 2012 to February 2012

This job required me to be able to function as part of a team. My duties were to help sort donated clothes, put a price on them, and hang them up on a rack for resale in the store. I was also required to participate in store clean up as well as the organization and maintenance of the sales floor. The ability to communicate effectively, complete tasks in a timely manner, as well as organization was all essential skills to have at this job.

**Custodian**

University of Minnesota - Duluth, MN - February 2010 to December 2010

This job required me to be able to work diligently by myself while still completing all of the tasks for that day. Also had to comply with safety standard and was required to attend a monthly safety meeting. Daily tasks include sweeping, vacuuming, washing windows, cleaning restrooms, assisting my supervisor in the maintenance of the ice rink.

**Housekeeper**

Glensheen Mansion - Duluth, MN - June 2008 to August 2008

This job also required me to be able to work well on my own. I was responsible for cleaning the third and fourth floors of the mansion, as well as the attic. Cleaning duties included sweeping, vacuuming, dusting, fine dusting the wood carvings, washing windows and mirrors, and sweeping the Winter Garden.

**Photo tech/Dell associate**

Wal-Mart - Oak Park Heights, MN - May 2007 to December 2007

Photo tech duties included: assisting customers with orders, answering customers' questions about cameras and/or photos, printing photos, cleaning and organizing the photo lab, maintenance of the photo machines.

Deli duties included: assisting customers with orders, cooking hot food, making sandwiches, cleaning entire deli and deli machines.

Both of these jobs required me to have excellent people skills as well as the ability to follow directions exactly and complete tasks in a timely manner.

### **Service clerk**

Walgreens - White Bear Lake, MN - July 2005 to September 2005

This job required me to be on my feet for much of my shift. I was responsible for ringing up customer at the cash register, stocking shelves with product, cleaning and organizing store shelves, cleaning the restrooms, taking out the trash, assisting the photo tech in the photo lab, and counting the money in each cash register at the end of the evening shift.

### **Personal Assistant**

Joann Knobel - White Bear Lake, MN - October 2004 to December 2004

My responsibilities for this job included organizing her office, filing, making copies, entering data into the computer, making phone calls, and assisting in event set-up.

## **EDUCATION**

### **B.A. in History and Anthropology B.A**

University of Minnesota - Duluth, MN

2008 to 2010

### **generals w/ intent to transfer**

Century Community and Technical College - White Bear Lake, MN

2004 to 2007

North Saint Paul Sr. High School - Saint Paul, MN

2000 to 2004

## **ADDITIONAL INFORMATION**

### **Other Necessary Skills**

- Oral communication skills which allow me to provide information to and guide customers
- Basic math skills including addition, subtraction, multiplication, and division
- Listening, interviewing and research skills which allow me to define, analyze, and resolve issues over the phone
- Human relations skills which allow me to interact with a wide variety of customers
- Ability to administer and apply any and all necessary policies, procedures, and coding information sufficient to assist customers
- Computer skills sufficient to research and navigate independently
- Proficiency with MS office products (2004 version)
- Proficiency with email and the Internet

Applicant Name: Jessica Seim

Date: 8/25/15

Interviewer: Maby Anias.

1. How did you hear about Corporate Management Group? Ad? Referral?

Indeed.

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?

How about email?

651 808-5970

3. (+/-) What are your pay expectations? ( Make sure to explain our pay structure )

Making \$9.60 / But OK with \$9.00 / \$10.00.

4. (+/-) What shift(s) do you prefer to work?

1st.

5. (+/-) Are you available to work weekends?

yes.

6. (+/-) How do you plan to get to and from work?

(Ride)

7. (+/-) Tell me about what you did at ( Pick a previous position listed on application )?

Still working @ Cub food's

• Why did you leave that position?

Just need's more Hours

• If relevant - Why were you terminated?

N/A.

8. (+/-) Have you ever made a mistake while at work? yes

How did you handle it?

fix and tell my supervisor

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions? NO

What did you do?

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? ( It does not eliminate them from opportunity we want to make the right match ) None.

11. Preparation

8

12. Comprehension

8