

ENTERED
02/14

MARY STRAUSSER

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SUMMARY

I am a mature woman with extensive experience in retail, wholesale, and customer service. Over the years I have owned and operated several businesses alone or with my husband. I am a motivated people pleaser who truly enjoys helping others.

HIGHLIGHTS

- 10 years retail/wholesale mgmt
- 1 year lead customer service rep
- 5 years licensed home daycare
- 4 years rural mail carrier
- Customer sales and service
- Supervisory experience
- Problem solving
- Bookkeeping

ACCOMPLISHMENTS

As an employee I have been appreciated and highly praised as being an asset. As a business owner and employer I have a reputation of going above and beyond on behalf of my customers, clients and employees. I have been married for forty years and have successfully raised four children.

JOB HISTORY

MARY'S PROFESSIONAL CLEANING SERVICE

Crosslake, MN

Professional House Cleaning 1-1-03 to 6-18-13: In this position my responsibilities included marketing myself, estimating, scheduling, managing tool and supply inventory, hiring, training, and managing subcontractor. Perform job per client specifications such as; cleaning, laundry, organizing, shopping, cooking, and gardening. And managing business bookkeeping including accounts payable and accounts receivable.

DIANE'S PET SPA

Crosslake, MN

Groomers Assistant 3-10 to 6-13: As a groomer's assistant, I was responsible for opening the shop, cleaning and preparing for the day, greeting clients and checking in the dogs. Then I would bathe the dogs which included; shampooing, cleaning ears, drying, de-matting, combing out and nail clipping in preparation for final grooming. After the grooming was complete my duties would include; calling clients for pickup, taking payments, and scheduling appointments. End of day duties were to clean up our work space and reorganize for the next day.

EDUCATION

Windom High School, Windom, MN, USA
1973
High School Diploma

Worthington Community College, Worthington, MN, USA
1982
General education