



Haley Karsjens

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Profile

To obtain employment with a progressive company in a service related business.

Experience

HOUSEKEEPING, MICROTTEL INN; CLEAR LAKE, IOWA- 2011-2012

- Ensured cleanliness and upkeep of all rooms and public areas.
- Folded all laundry
- Lifted up to 50 pounds.
- Responsible for placing guest amenities and supplies in the assigned rooms.
- Cleaned all bathrooms, removed trash and dirty linens.

SERVER, ITALIAN GARDENS; MASON CITY, IOWA- 2010-2011

- Accurately and quickly took place of all food orders.
- Handled customer complaints and always ensured the customer left happy.
- Cleared and set tables.
- Maintained a professional and upscale appearance.
- Responsible for delivering excellent customer service.

CALL CENTER REPRESENTATIVE, DIRECTIONS RESEARCH; MASON CITY, IOWA-2010-2010

- Received lists of customers and made calls regarding farm research including herbicides and pesticides.
- Opened the calls with good greetings and confirmed permission from customers to continue conversation.
- Made follow ups with frequent callings for customers with busy work schedules.

SERVER, PRO'S SANDWICH SHOP; MASON CITY, IOWA- 2008-2010

- Prepared and delivered all food, beverages and desserts.
- Was accountable for cash and credit transactions.
- Opened and closed register.
- Performed stocking duties and inventory maintenance before, during and after every shift.

Education

Mason City High School, Mason City, Iowa- Diploma, May 2011

Skills

Ability to work proficiently without supervision, detail oriented, great communication skills, good computer skills, fast-learner, flexible and goal oriented.

References Available Upon Request