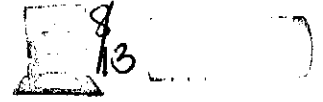


LM 8/13
LM 8/21
LM 8/27



Katie Knutson
801 5th St. NW
Kasson, MN 55944
Home Phone: 651-276-4975
Work Phone:
Email: kknutson07@me.com

Objective Skilled worker looking for a career possibility. Very determined and punctual. Has worked in many different career fields but mostly enjoys hospitality, office / secretarial administration, and customer service.

Education

Rochester Community College 2012 Business administration
Just earned credits

Dakota County Technical College 2008 Certified Nursing
Assistant CNA Certificate

Blue Sky Charter School 2008 General and Electives Diploma

Work History Panera Bread Associate/Cashier 4/2013-Current
I make sandwiches and salads, consolidate, work at cash register, greet customers/customer service, train new employees, perform closing and opening duties, bakery etc.

Maple Manor Nursing Home Certified Nursing Assistant
2/2009-2/2012 measure vital signs and accucheck, clean patient rooms, assist patients with mobility, provide patient hygiene, help feed meals, give medications, assist nurses with any needs, give bathes and showers, chart patient information for second shift nurses, spend quality time with patients

Hatings Community Education Office Assistant 2004-2008/
Seasonal Answer phones, set appointments, take class payments, take messages, file and organize information, Data entry and word processing, provide customer support, run errands, Use specific programs like Microsoft Word, Excel, or Access, operate office equipment like fax machines and etc., type and write/ read emails and other internet based communication,

Levee Cafe Banquet server 2005-2007 Set up, clean, and break down tables, chairs, and place settings, provide exceptional customer service, take orders, serve meals, ensure that guests have drinks and appetizers, help plan weddings, events, parties, and etc. , answer all questions a guest may have, ensure that everything run exceptionally, set buffet table, plan events, clearing dishes from tables, carry up to 50 pounds, practice team work exceptionally

Concierge Cleaning Assistant housekeeper 2007-2008 Washed dishes, laundry, deep clean bathrooms, scrubbed floors and walls, light dusting, vacuuming, glass and cupboard cleaning, make beds, answered calls and set up times to clean for new customers, lifting 50+ pounds, some yard work, take out garbages, create an efficient routine.

Volunteer Experience Volunteering for meals on wheels, humane society, Summertime elementary student courses and testing/ involved correcting homework and tests some tutoring, Cleaned locker rooms at local ice arena

Certifications, Diplomas & Training Certified Nursing Assistant, CPR/First Aid, Microsoft word, access, excel, powerpoint, outlook, and access tutorials, multimedia and web classes, productivity program

Additional Information I consider myself a jack of all trades to a certain extent, I learn very easily and quickly, I am dedicated and always punctual, I love to work in a customer service field since I thoroughly

enjoy working with people especially customers, I am a very happy upbeat individual with a lot of determination and always looking for ways to improve myself.