

Katie Davis

Order Processing Specialist

Rochester, MN 55902

daviskatie7414@gmail.com

5073986244

Work Experience

Executive Assistant Houkeeper

Country Inns & Suites - Rochester, MN

May 2018 to Present

IG

Viracon - Owatonna, MN

August 2017 to November 2017

Was let go due to job elimination.

Cashier

Cash Wise - Owatonna, MN

June 2017 to August 2017

Went to Viracon.

Order Processing Specialist

Jostens, Inc

September 2016 to November 2016

Parkhouse Supervisor

April 2012 to April 2015

Material Handler

Brown Printing Company

October 2011 to March 2012

Cook

Burger King

October 2005 to November 2011

Education

GED

Riverland Community College

Owatonna Senior High School

Skills

MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year)

Additional Information

SKILLS

Microsoft Office (6 years), Management (2 years)

GROUPS

Bushel Boy Safety Board

October 2013 to April 2015

Worked with others on the Safety Board to ensure the Safety of our fellow colleagues and as well as ourselves.

Prevention and Correction.