

CATHERINE R KEGG

(507) 319-7685
tpau4b@yahoo.com

OBJECTIVE

I am a hard worker who would like a chance to show my skills to a good company. I have degree in Graphic Art's and Business mangement. I work great with people and am a great problem solver. I feel I would be an asset to your company.

JOB HISTORY/DUTIES

Night Dispatcher

Taylor Truck Lines
Northfiled,MN

Months of Experience: 9

Oversee 300 plus drivers, Dispatch, Plan, track trucks, customer service to drivers and shippers. Multi Line switchboard. Excel and Microsoft's office. Qualcomm and efs systems and comdata. Fleet Control.

Night Auditor

AmericInn
Owatonna,MN

Months of Experience: 15

Night audit, daily paper work, cleaning, checking in and out guest. customer service and many other duties

Assistant Manager

Taco Johns
Faribault,MN

Months of Experience: 13

Daily running of store, Hiring, schedule ordering and human resources!

Customer Service Call Center

Jostens
Owatonna,MN

Months of Experience: 6

I took customer concerns on orders and deliveries that were incorrect and corrected them, and made sure of customer satisfaction.

Receptionist

B&R Tax Service
Lakeville,MN

I was responsible for answering phones, taking appointments, putting together tax documents. I did book work, spreadsheets, 1099's, 1096's. accounting.

Administrative assistant

Carter halle hale

Tempe,AZ

Months of Experience: 28

Ordering service. I took care of all orders and delivery. Went through daily activity logs to make sure all operators were doing paper work correctly. Customer Service.

Manager

Factory 2 u

Baytown,TX

Months of Experience: 72

Daily running of retail store. All human resources. Had 45 employee under me. I ran a profitable store for the company.

Admin Asistant (Purchasing)

Mcnelius

Dodge Center,MN

Months of Experience: 11

I coded all invoices. I reorder items. I worked with accounting to get invoices paid. I worked with shipping and receiving. took care of packing slips. I work with customer on the phone. Worked with excel daily.

EDUCATION

DEGREE: Bachelors Degree

Major: Art/Business

Minor: Business Administration

Aizona State University, Az USA

GPA: 3.6

Date Completed: 1992

Courses: Graphic Arts

ADDITIONAL SKILLS

Great customer service skills

Excel

Microsoft windows

Print shop programs

Most computer programs

Power point

Type 35 wpm

Team player

Quick books pro