

um

**Kiah E. Burgdorf**

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**Work Experience**

**Downtown Motel, St. Charles** Spring-Winter 2008

Position: Maid service

- Provided clean areas and supplies for customers
- Registered customers for rooms
- Answered phone/set up reservations

**Greenway Co-op, St. Charles** Jun.2013-Jul. 2015

Position: Cashier/Sales Associate

- Trained in food safety, fire safety, and work environment safety
- Provided proper customer service
- Able to resolve till/computer problems
- Provided service with truck orders

**CHS gas station, St. Charles** Aug.2015-Nov.2016

Position: Shift lead/Sales Associate

- Provided quick and thorough service for a large volume of customers
- Able to work efficiently on fast pace days
- Answered customers questions via telephone and in person
- Obtained a clean and safe work environment

**Icing's Apache Mall, Rochester** Apr.10,2017-Aug.29,2017

Position: 3rd key/Closer

- Assisting customers with questions in person and over the phone
- Maintaining a clean and safe work environment
- Ability to work by self on fast pace days
- Ability to work backroom stock
- Ability to persuade customers towards cheaper deals
- Trained in how to properly pierce ears on any age of person
- Ability to do morning and closing paperwork

**Education**

- **Saint Charles High School** Graduated June 2,2013
- **Rochester Community Technical College (RCTC)** Attend 1 ½ years  
Veterinary Technician

## **Extracurricular Activities**

### **- Volunteer Work**

- Helping Elementary students from Saint Charles with summer school activities (Summer of 2006)
- Provided food service for the Assisted living in Saint Charles (Spring of 2008)
- Provided landscaping for the City park in Saint Charles with the High School (Spring of 2013)

## **Skills**

- Fast learner
- Very organized
- Good people skills
- Quick problem solver
- Ask questions to make sure job is done properly
- Maintain clean work area