

KRISTEN HOLLRAH

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PROFESSIONAL SUMMARY:

Accomplished and energetic Member Service Representative with a solid history of achievement in banking. Motivated leader with strong organizational and prioritization abilities. Areas of strengths include great communication skills, hardworking and dedicated.

SKILLS:

Highly motivated ■ Good listening skills ■ Good verbal and written communication skills ■ Hard worker ■ Good listener ■ Compassionate as well as a team player

EXPERIENCE:

Exertive Admissive Assistant August 2017- Present

Construction Services LLC

- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Preparing report and maintaining appropriate filing systems
- Assist with payroll verification
- Assist with accounts payable and receivable
- Update and maintain office policies and procedures

Logistics Team Member September 2017- December 2017

Target

- Prioritize customers need over work task assigned
- Back stock items from daily shipments received in proper areas
- Pull items from back stock to replenish sales floor
- Fill orders made online for customers to pick up in a timely manner
- Help keeping everything organized and clean
- Lookup items in back stock for customers that were currently sold out on sales floor. If unable to locate finding another Target location that currently had it and finding the best way to get it to the customer.
- Acknowledging every customer and assisting them as needed.
- Inventory
- Pulling items for prices changes
- Willing to help out any department that needed it.

Member Call Center Representative April 2017- August 2017

Lifetouch Photo Studio Inc.

- Assist with incoming calls and document what was discussed
- Input phone order the system
- Answering any question and ensuring the quality and satisfaction of the photos
- Completing follow up work and calls a timely matter

- Resolving any photo errors

Assistant Childcare Provider Jun 2014 -Nov 2016

Kim's Family Daycare

- Teach early child care fundamentals
- Plan and prepare daily nutritious meals
- Assist with day to day operation of the daycare
- Conduct grocery shopping following required nutrition guidelines
- Coordinate recreation activities
- Receive and deposit remittance
- Maintain required daily administrative paperwork
- Encourage and monitor safe play

Member Service Lender Mar 2007 -Jun 2014

Wings Financial

- Arranged clients withdrawals, deposits and loan payments
- Administer opening and closing accounts
- Administer multi-agency banking needs
- Reviewing and approving loan applications
- Assist clients with banking questions
- Provide bond and IRA information for clients
- Assist with front desk duties
- Assist with teller duties
- Create, maintain, and enter information into databases.

FACILITY MANAGER JANNUAY 2006- MARCH 2007

MERIDIAN SERVICES

- Mange facility day to day needs, employee schedule
- Train staff members.
- Observe and monitor staff performance to ensure efficient operations and adherence to facility's policies and procedures.
- Interview potential new employees. Conduct ongoing training with performance reviews
- Confer and cooperate with other managers to ensure coordination of activities.
- Purchase supplies, and arrange for outside services, such as deliveries, laundry, maintenance and repair, and trash collection.

EDUCATION:

*High School Diploma: Business Studies Roosevelt High School
Completed one year : Generals
Minneapolis Community & Technical College*

*Jun 2000
Minneapolis, MN
Minneapolis, MN*