

# Molly Nix

Minneapolis, MN

- Email me on Indeed: <http://www.indeed.com/r/Molly-Nix/a434a624b5829326>

I am currently looking for a full time position that I can learn and grow in.

Authorized to work in the US for any employer

## Work Experience

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### **Data Entry, AWT Labels and Packaging**

AWT Labels and Packaging - Minneapolis, MN

June 2018 to Present

I am currently working at AWT labels and packaging as a data entry specialist. I enter in orders that get sent to me as well as fill in at the front desk when needed. I have customers of my own that come to me when they are in need of move ups and have questions about their orders. I talk with my customer via email and on the phone. I file folders and make bankers boxes. I currently use PSI programs as well as EDI and RFQ etc.

### **Front Desk Receptionist**

Hampton Inn

March 2017 to April 2018

I was a MOD certified front desk receptionist at the Hampton Inn. I had been working previously at the Hilton Garden Inn but due to not having many hours I transferred hotels. I checked guests in, make key packets, answer phone calls, and every day duties that need to be done around the hotel. I helped guests with things that they need throughout their stay.

### **Office Manager**

Alpine Woodworking Inc

June 2017 to December 2017

I worked part time and Alpine Woodworking Inc. as an office manager. I send faxes, emails, answer phone calls, I run errands, and pay some bills. I started using Quickbooks and have been learning more and more things in the program.

### **Front Desk Receptionist**

Hilton Garden Inn

February 2015 to March 2017

I was a MOD certified front desk receptionist at the Hilton Garden Inn. After a month of starting my position I became MOD certified. My duties included; checking guests in, make key packets, answer phone calls, and every day duties that need to be done around the hotel. I help guests with things that they need throughout their stay.

### **Deli**

Festival Foods

November 2013 to February 2014

I worked in the deli cutting meats, cheese, and getting deli items ready to go out to the floor. I helped customers get what they want behind the counter. Left to attend school.

## Education

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### **Diploma**

Centennial High School

June 2014

Century College

August 2013

## Skills

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- Outlook (Less than 1 year)
- Quickbooks (2 years)
- Typing (10+ years)
- Customer Service (5 years)
- Data Entry (2 years)
- Excel (3 years)
- Word (5 years)