

# Renata Milosavljevic

## OBJECTIVE

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To obtain a responsible role in a field where my skills and knowledge can be enhanced and utilized effectively.

## EDUCATION

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<b>September 2007 – June 2010</b> <i>General Coursework</i> <ul style="list-style-type: none"><li>• A and B Honor Roll Awards (2007 – 2010)</li><li>• Student of the Month Awards (2007, 2010)</li></ul>	<b>Lincoln High School</b>	<b>Lake City, MN</b>
<b>August 2010 – May 2011</b> <i>General Coursework</i> <ul style="list-style-type: none"><li>• Dean's List (3.73)</li></ul>	<b>Rochester Community and Technical College</b>	<b>Rochester, MN</b>
<b>August 2011-May 2013 (Graduation)</b> <i>Interactive Web Design</i> <ul style="list-style-type: none"><li>• Dean's List (3.87)</li></ul>		

## EMPLOYMENT HISTORY

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<b>November 2012 – Current</b> <i>Temp. General Maintenance Worker</i> <ul style="list-style-type: none"><li>• Clean gym after game events</li><li>• Maintains the Regional Sports Center</li><li>• Follow orders from supervisor</li></ul>	<b>Rochester Community and Technical College</b>	<b>Rochester, MN</b>
<b>March 2012 – November 2012</b> <i>Dietary Assistant</i> <ul style="list-style-type: none"><li>• Food service</li><li>• Dining room and kitchen cleaning</li><li>• Meal preparation assistance</li></ul>	<b>Golden Living East</b>	<b>Rochester, MN</b>
<b>January 2012 – Current</b> <i>Gym Supervisor (Work Study)</i> <ul style="list-style-type: none"><li>• Supervise gym</li><li>• Take student ID cards</li><li>• Assist in set up for equipment</li></ul>	<b>Rochester Community and Technical College</b>	<b>Rochester, MN</b>
<b>March 2008 – August 2011</b> <i>Dietary Assistant</i> <ul style="list-style-type: none"><li>• Food service</li><li>• Dining room and kitchen cleaning</li><li>• Meal preparation assistance</li><li>• Organize residents files for meals</li></ul>	<b>Lake City Mayo Clinic Health System</b>	<b>Lake City, MN</b>
<b>November 2010 – April 2011</b> <i>Caregiver</i> <ul style="list-style-type: none"><li>• Assisted residents with daily duties and activities</li><li>• Assisted residents meals</li><li>• Cleaned and stocked rooms</li></ul>	<b>Sunrise Cottages of Rochester</b>	<b>Rochester, MN</b>
<b>September 2010 – November 2010</b> <i>Temp. Sales Associate</i>	<b>JC Penney</b>	<b>Rochester, MN</b>

- Store organization and cleaning
- Money management
- Handled cash register
- Answer phone calls

## **SKILLS AND TRAINING EXPERIENCE**

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|----------------------|---|
| • OSHA Training      | • Communication Skills                  |
| • Caregiver Training | • Customer Service Training             |
| • Cashier Training   | • Language skills (Bosnian and Spanish) |
| • Computer Skills    | • CPR Certified (2011-2013)             |
| • Microsoft Office   | • Adobe Creative Suite 6                |
| - Excel              | - InDesign                              |
| - Word               | - Dreamweaver                           |
| - Powerpoint         | - Photoshop                             |
|                      | - Flash                                 |
|                      | - Illustrator                           |

## **REFERENCES**

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Scott Sanborn – Sports Equipment Manager - Rochester, MN – (507) 993-0761

Steve Flint – Director of Sport Facilities – Rochester, MN – (507) 398-8216

Jose Trinidad – Gym Supervisor – Rochester, MN – (507) 990-2757

Todd Deobald – Sous Chef – Rochester, MN – (651) 448-0239