

# Samuel Fish

## Office Assistant

Rochester, MN

sfish10@winona.edu - 507-259-0837

## WORK EXPERIENCE

### Administrative Assistant

Vighter Medical Group - Winona, MN - January 2016 to February 2016

#### Responsibilities

Assisted with customer service and processes of hiring on new people for projects that the business was currently taking on.

### Loader/Unloader

UPS - Winona, MN - November 2015 to January 2016

#### Responsibilities

Load packages into trailer during night shift

Wash and clean trucks

### Office Assistant

Winona State University - Winona, MN - August 2015 to January 2016

#### Responsibilities

Helped with customer service and maintenance in the outdoor education and recreation office on campus.

Assisted people in renting out the outdoor equipment to customers.

### Scrapper

Dry Wall Services in Rochester - Rochester, MN - May 2015 to August 2015

#### Responsibilities

Scrapping and installing dry wall at job sites

### A Store Checker

HYVEE GROCERY - Rochester, MN - October 2010 to May 2015

Checked out the customers groceries

- Dealt with customer service, socializing with the customer in both a professional and friendly manner
- Stocking and facing items that needed it
- Delivered and shopped groceries to customers houses
- Worked in Frozen, Dairy, Grocery, Lawn and Garden, Wine and Spirits, and Home Shopping departments

#### Accomplishments:

- Worked there successfully for over 4 years
- Never had a complaint when dealing with customer satisfaction
- Expanded my job description past a checker and have learned to do other functions in the store
- Learning important social skills needed in everyday life

### Office Assistant

WINONA STATE UNIVERSITY - Winona, MN - 2011 to 2015

Customer service with students with questions about the graduate program

- Run Excel, Word, Powerpoint, and EPSON programs to produce documents for office manager and professors in the department
- Ran the Task Stream computer program for the Counselor Education program

## EDUCATION

### **Bachelors in Economics**

WINONA STATE UNIVERSITY

2011 to 2015

### **High School Diploma**

MAYO HIGH SCHOOL - Rochester, MN

2011

### **Minor in Statistics**

Winona State University

## SKILLS

Speaking German (3 years), Microsoft Office and Excel (5 years), Statistics

## ADDITIONAL INFORMATION

I recently finished my undergrad at Winona State University with a BA in Economics with a minor focus on Statistics as well. I enjoy playing golf, basketball, and freestyle skiing, and someday hope to do economic research and to create economic policy for the United States.