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**Objective:**

I am looking for a full time, long term position where I can expand my knowledge in different areas of manufacturing.

**Skills:**

- \* Microsoft Word, Publisher , Out Look, Lotus, 10 Key
- \* Strong Data Entry
- \* Fax, scanner, and copiers
- \* Strong ability to prioritize
- \* Strong customer service including face to face, phone , fax and email
- \* Tactful communication in difficult situations

**Experience:**

**Post Bulletin, Rochester, MN**

**Customer Service Representative** November 2011 - present

- \* Answer phones
- \* Retain subscribers
- \* Light filing
- \* Face to face customer interaction

**Gemini Inc., Cannon Falls, MN**

**Shipping Associate** February 2010 – November 2011

- \* Pack and Ship approximately 30 orders with in a 6 hour period totaling \$7,000 - \$10,000
- \* Lifting up to 60lbs packages

**Order Entry** August 2003 – February 2010

- \* Answer approximately 50 calls a day
- \* Enter orders from the phone, fax and email
- \* Helped shipping specialist
- \* Logged in and assigned orders to sales department
- \* Checked emailed art work for clean production files
- \* Light filing

**Snappy Stop, Rochester, MN**

**Assistant Manager** July 1992 - August 2005

- \* Cook
- \* Prep
- \* Cashier
- \* Open and Close
- \* Deposits and daily paper work

**Education:**

Kenyon – Wamaningo Sr. High, Kenyon, MN      Diploma  
Rochester Community & Technical College, Rochester, MN

Health Unit Coordinator Certificate

**References:**

Available Upon Request