

# Skye Keller

Rochester, MN

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## WORK EXPERIENCE

### Receptionist

Welcome Center, Boys and Girls Club - Rochester, MN - December 2015 to February 2016

Direct face to face communication with parents, children and the community while providing main receptionist duties for the Boys and Girls Club.

- Maintained safety and security of guests through the use of MTS software program.
- Maintained and recorded bookkeeping for payments. General secretarial duties.
- Coordinated needs and programming of children with other staff.

### Sales Associate, Massage Envy

Reception - Rochester, MN - May 2014 to October 2015

General receptionist duties.

- Build report with guests, make appointments and send reminders.
- Commission Sales

### Hostess

Bakers Square - Rochester, MN - October 2013 to May 2014

Bake and restock shelves with pies, pastries and muffins

- Responsible for maintaining a balanced cash drawer while completing approximately hundred financial transactions per shift
- Maintain a clean and sanitary environment for the health of all customers and staff

### Hostess

Perkins Restaurant - Rochester, MN - July 2013 to October 2013

Communicate in a positive manner to a diverse group of customers to increase customer satisfaction

- Organize and restock bakery in an efficient manner
- Maintain a clean and sanitary environment for the health of all customers and staff
- Assist coworkers when necessary to keep restaurant running smoothly