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CORPORATE MANAGEMENT GROUP



Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Samuel, Stegmann Date: 9/11/18

Address: (Street Address) 34 Ellen Ridge Court NW Rochester MN 55901 (Apt./Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55901

Phone: ~~507 254 0311~~ 507 254 0311 Email: Chesswiz87@gmail.com

Social Security No. 471-19-9647 Date Available: 10/1/18

Position Applied for: Administrative assistant Desired Salary: \$40,000

Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time

Are you authorized to work in the U.S? Yes No

How did you hear about us? Indeed.com Referral Name: _____

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Keystone National High School	3 blainberg Ave blainberg PA	4	High school degree
College	Kansas state university	11 w mank st. Manhattan KS	6	Psychology, Masters
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: Charter Communications Phone: 800 314 7125
Address: 6 W 52 U.S. highway Supervisor: Mike Dube
Job Title: Billing Rep 2 Starting Salary: \$ 1336/hr Ending Salary: \$ 18.56/hr
Responsibilities: I helped take billing calls from customers
From: 2016 To: _____ Reason for Leaving: Skill employed
May we contact your previous supervisor for reference? Yes No

Company: Twist Trip Phone: 507-389-6081
Address: 130 12th Ave SE Rochester MN Supervisor: Mike Talamantes
Job Title: Associate Starting Salary: \$ 11.20 Ending Salary: \$ 11.25
Responsibilities: I helped cook food, check customers out
From: 2016 To: 2016 Reason for Leaving: Needed full time job
May we contact your previous supervisor for reference? Yes No

Company: CVS Foods Phone: 507-281-0567
Address: 12 W Riverfront St Manhattan MN Supervisor: Jackie Simpson
Job Title: Cashier Starting Salary: \$ 9.10 Ending Salary: \$ 9.10
Responsibilities: I helped check customers out
From: 2015 To: 2016 Reason for Leaving: Moved to New city
May we contact your previous supervisor for reference? Yes No

Company: Winona State University Phone: 507-609-1783
Address: 78 W University ave Supervisor: Jill Quandt
Job Title: Tutor Starting Salary: \$ 8.40 Ending Salary: \$ 8.40
Responsibilities: I tutored students in Psychology
From: 2012 To: 2012 Reason for Leaving: Semester Ended
May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Semone [Signature] Date: 9/13/18

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant Samuel Hoff Date: 9/12/18

Samuel Stegmann

Chesswiz87@gmail.com
254-0311

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Industrial Organizational Psychology/Human Resources

EDUCATION:

Kansas State University

Master's in Industrial Organizational Psychology
December, 2015

Winona State University

BA in Psychology
December, 2011

HUMAN RESOURCES EXPERIENCE:

- Knowledge in hiring employees
- Knowledge in organizational structures of businesses
- Training employees
- Created detailed reports on inner functions of businesses
- Knowledge of labor laws including Americans with Disabilities Act

COMMUNICATIONS BILLING OPERATIONS:

- Ranked #1 billing agent for Charter Communications in July 2017
- Promoted to Rep 2 with leadership responsibilities
- Acting Lead helping to supervise and guide agents on calls while updating upper leadership on their progress
- Resolves escalated calls from customers with major disputes
- Proficient with billing systems including CSG
- Creates reports for each interaction for every call
- Strong investigative skills with the ability to multitask

COMPUTER PROFICIENCY:

- Proficient in all Microsoft Office applications
- College level course covering typing and how to use Word efficiently
- 50 words per minute typing
- Experienced at typing memos, letters, reports and other forms of business data

CURRENT WORK EXPERIENCE:

- Charter Communications, Billing Coordinator
November 2016-Present

PREVIOUS CURRENT WORK EXPERIENCE:

- Kwik Trip Convenience Store
May 2016-December
- Cub Foods Grocery Store
October 2015- May 2016

