

VICKY SCHWEDE

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March 1, 2024

Partnership Account:
Corporate Management Group
Fort Collins, CO

To Whom This Concerns,

I am writing to apply for the Receptionist position with Partnership Account: Corporate Management Group.

I am currently working for Uber, while looking for professional employment. I have a Bachelor's degree of Science, majoring in Psychology with a minor in Sociology. Throughout my life employments, I have utilized my degree in assisting and guiding clientele to help troubleshoot their situation.

I am very personable with a friendly disposition putting my clientele at ease. My organizational skills are excellent, and I am comfortable utilizing computers and technology. I have a firm understanding of how to personally connect with clientele's individual needs. I have been complimented by colleagues and customers for my ability to resolve complex matters. It would be my pleasure to bring my skills, knowledge, and dedication to customer service to Corporate Management Group.

I am quite confident that you will find my credentials and references to be in order. I would love the opportunity to further discuss my qualifications with you and welcome you to contact me at your earliest convenience by phone or email to schedule an interview. I look forward to speaking with you soon and appreciate your consideration.

Sincerely,
Vicky Schwede

Objectives

Seeking a challenging position in where I can utilize my skills, and experiences to contribute to the success of the company.

Professional Experience

Independent Service Driver – February 2022 to Current

Uber, 1515 3rd Street, San Francisco, CA 94158

- Transport passengers daily and provide outstanding customer service as to ensuring destination arrival is safely and quickly.
- Maintain a high rating by assisting customers with their luggage, keeping an immaculate car, and ensure customer satisfaction.
- Company dependability by taking imperative transportation shifts.

Administrative Assistant - January 2019 to January 2022

Liberty National Bank, 324 Dakota Dunes Blvd. #100, North Sioux City, SD 57049

- Greeted all customers and visitors, insuring they received outstanding first impression of the company.
- Provided administrative services daily to customers and colleagues in person, by phone, and email, such as updating their information, answered account inquiries, ordered office supplies, and mailed packages.
- Evaluate high risk accounts and generate monthly reports.
- Responsible for collecting the information on fraud charges, filling out correct forms and follow through to resolve the situation.
- Deposited and withdrew money, cash CDs, and closed accounts.

Administrative Assistant – July 2017 to December 2018

Malloy Electric, 875 Cottonwood Lane, Dakota Dunes, SD 57049

- Data entry accuracy of employee times, and their daily assignments performed, and Collaboration with parts department and front office for hours worked.
- Invoiced and billed the sales of customer orders.
- Greeted all customers and visitors, answered the phone, emails, and completed any faxes, and filed folders on each account.

Skills

- Ability to work independently, and multitask in a fast-paced environment; identity verification, data entry accuracy, accomplish daily and long-term goals.
- Efficient in application software such as Microsoft Office, Excell, Word, and PowerPoint.
- Detail-oriented fraud identification by analyzing financial data to detect irregularities such as within customers account, reporting it, and fix the issue.

Education

Norfolk Senior High, Norfolk NE - May 1995

Wayne State College: Bachelor of Science (Major Psychology & Minor Sociology)

Northeast Community College: Computer Application Specialist: Certificate

Professional References

Brian Coyle – Market President at Liberty National Bank
324 Dakota Dunes Blvd #100, Dakota Dunes, SD 57049
712-251-0434

Maria Vargas – Table Games Supervisor at Hard Rock Casino & Hotel
111 3rd St., Sioux City, IA 51101
712-204-8599

Pastor Tim Stevens, and Tami Stevens – Church Pastor of Lighthouse Baptist Church
1211 W 26th St., Sioux City, IA 51103
419-367-8246

Pastor Chance, and Brook Greer – Church Pastors of Mercy Church Colorado
1901 56th Ave, Suite 100, Greeley, CO 80634
970-673-0947