

# SHERI ZELLER

---

190 1st Street So.  
Lewiston, MN 55952

Phone: 507-523-2386  
Alt: 507-313-8494  
sherizel@charter.net

---

## Objective

I'm looking for the opportunity to join an organization that has the need for someone that is self-motivated and has worked in a fast-paced environment. I am a quick learner and very dependable, looking to become a team player with a small company, that offers full-time employment. Good computer skills and pays attention to detail.

## Accomplishments

Graduating from Winona State University, with a Bachelor's Degree in Sociology/ Criminal Justice-Corrections, in the summer of 2012.

Completed and was certified, February 2009 in;

- Officer Safety Training
- Verbal Judo
- Officer Control Tactics
- OC Exposure and Instruction

## Education

WINONA STATE UNIVERSITY

2011

**B.S. Degree Criminal Justice/Corrections GPA: 3.25**

Winona, MN

Will be completing college in the Summer of 2012

OLMSTED COUNTY

**Officer Safety Training**

Rochester, MN

In February 2009, recieved a certificate for completing a required training course, in Olmsted County, which included; Verbal Judo, Officer Control Tactics and OC Spray Instruction and Exposure.

## Employment History

KWIK TRIP

October 2007 – Present

**Cashier**

Lewiston, MN

When working at Kwik Trip, I have the responsibilities of waiting on and assisting customers, stocking shelves, store up keep and inventory. This position requires good communication skills, an outgoing personality and being able to work in a fast-paced environment. Also, paying attention to detail, staying focused and being able to multi-task are the other qualities one must have to work efficiently in my current position. I do very well with this and work hard to make everyone I deal with in this industry happy.

DFO- COMMUNITY CORRECTIONS

January 2009 – May 2009

**Intern/Juvenile Probation**

Rochester, MN

Reported to an agent to specifically perform the daily duties of a probation officer. Worked with a variety of offenders, such as, sex offenders, juvenile offenders, and adult offenders. Did field visits to homes, schools, treatment facilities, detention centers, job sites and foster homes. Became familiar with doing UA's and other forms of drug screens, in office and out in the field. Attended court hearings on behalf of the offender and DFO Community Corrections. Completed interviews for pre-sentence investigations and prepared the report for the court. Attended many training courses relating to the corrections field including; Officer Safety Training, Verbal Judo, Probation Orientation, Officer Control Tactics, OC Instruction and OC Exposure.

WAL-MART  
**Cashier**  
Winona, MN

September 2004 – June 2007

I was hired at Wal Mart before they opened, so I helped set up the new store which included unloading trucks and stocking shelves. I was then placed on the cashier team, with the responsibilities of greeting customers, cashiering and stocking shelves when needed.

WATLOW CONTROLS  
**Machine Operator**  
Winona, MN

April 1999 – November 2003

Worked with a team of 10 people producing an electronic circuit board assembly. Experienced in, set up of machines for placing electronic parts on a printed circuit board, inspection, part preparation, inventory, and hand-placing components. This position requires a great deal of hand-eye coordination, attention and working in a fast paced environment. Also, extensive experience in the field of electronics and to be familiar with all aspects of electronic machine operation.

### **Activities**

Volunteered with the Family and Children's Center of Winona, MN, worked with the juvenile tracking program. Internship with juvenile probation, DFO Community Corrections; Rochester, MN. Under the supervision of Stephanie Sutherland.