

Robert J. Froelke

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OBJECTIVE

Obtain a challenging functional support position where I can use my motivation and great work ethic and allow for personal growth.

EXPERIENCE

Pro Staff in Coon Rapids Warehouse October 2018 to December 2018

- Temporary placement for Nystrom Manufacturing in Brooklyn Park

PACIFIC UNION FINANCIAL Assistant Loan Officer February 2018 to March 2018

- Provide administrative support for the Loan Officer • Meet with applicants to obtain missing information for loan applications • Input missing loan data to complete loan applications for submission

ANOKA-HENNEPIN SCHOOL DISTRICT Custodian May 2017 to November 2017

- Ensure school classrooms are prepared for the next day • Sweep, mop floors, and vacuum carpets • Wash and sanitize toilets and sinks • Restock disposables • Perform maintenance and minor repairs to structure, i.e. replace broken switches, fixing door handles, minor leaks, etc. • Report major damages • Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm

UPS Maple Grove, MN Package Handler January 2017 to March 2017

- Lifting and sliding packages weighing up to 70 pounds onto convey belts • Maintain the integrity of shipments to preserve the condition of products during loading, unloading and packaging • Sort packages to correct location according to label and load chart

EXHIBIT PARTNERS Maple Grove, MN Warehouse Material Handler February 2015 to March 2016

- Prepare and audit all crates shipped to upcoming conventions; including specific client items • Assist in setting up booths for client previews and also dismantle/pack up when required • Examine all returning inventory, creating a client specific checklist of their products • Create a shipping report detailing all products being returned to client, assuring they are timely and accurate

FEDERAL EXPRESS FREIGHT St. Paul, MN 55113 Dockworker October 17, 2011 to October 3, 2014

- Hostler driver – hook and unhook trailers
- Secure freight inside trailers using appropriate tools and supplies
- Verify and complete required documentation and reports using current electronic or manual system
- Established a close working relationship with management as well as other internal support staff

FEDERAL EXPRESS NATIONAL LTL, INC. St. Paul, MN 55113 Dockworker
October 2, 2006 to November 20, 2009

- Secure freight inside trailers using appropriate tools and supplies
- Verify and complete required documentation and reports using current electronic or manual system
- Established a close working relationship with management as well as other internal support staff

PREFERRED HOME MEDICAL PRODUCTS, INC., Anoka, MN Regional Sales Manager
January 2006 to October 2006

- Opened six new active accounts
- Conducted a dozen product in-services to occupational and physical therapists, creating several new referral sources, positively impacting product sales

RIVERS END TRADING COMPANY f/k/a L.A. LOVING Hopkins, MN 55343 Customer Sales Representative
January 1998 to January 2006

- Provided high-touch customer service through complete “one & done” resolutions which creates a win for the company and the customer
- Extensive knowledge of the VICS system, ensuring price quotes meet the customer’s needs and benefits Rivers End bottom line
- Developed strong relationships with our National Accounts in the Tri-State area through my years of product and pricing knowledge
- Earned solid trust with my accounts through honest guidance of up-sell opportunities and appropriate interpretations of my customer’s needs
- Proven problem solver. Effectively turn challenges into mutual resolutions, benefiting the customer and the company
- Proficient and organized to assure prompt service is provided to meet every detail required for all of my customers

COMPUTER KNOWLEDGE

- Microsoft Office Suite, Microsoft Outlook, and Internet Explorer.

EDUCATION

High School Diploma (St. Louis Park High School)