

VIRGINIA GALLES  
1767 51<sup>ST</sup> Street  
Slayton, MN 56172  
320.894.9022  
dgalles7777@gmail.com

**JOB HISTORY/DUTIES**

**Factory Work**

Fey Industries - Edgerton, MN  
August 2011 - Present  
I assembly products for the marketplace.

**Inserting and Mailing**

Page 1 Printers - Slayton, MN  
November 2010 - July 2011  
I put inserts in papers and various other tasks.

**Child Care Counselor**

Greater MN Family Services Shelter Care - Willmar, MN  
March 2008 - August 2010  
I am highly motivated, reliable and flexible within my work environment. I am a team member and also work well independently. Provided line of sight supervision of the clients, transportation to and from appointments and medication administration.

**Counselor**

Kandiyohi County Girls Group Home - Willmar, MN  
February 1997 - October 2007  
I am reliable, team member, flexible and communicate effectively. I facilitated groups in regards to self esteem, assertiveness, problem solving and social skills. Provided supervision of clients, medication administration and assisted with client and staff scheduling.

**General Employee**

Machining & Tooling Methods - Willmar, MN  
October 1993 - 2000 Intermittently through 2002  
I performed tasks as needed from payroll to inspection of merchandise.

**Deli Associate**

Cash Wise Foods - Willmar, MN  
May 1989 - September 1993  
I worked in the deli department cooking, preparing food menus and product preparation.

**Assembly Line**

Toro - Windom, MN  
December 1987 - June 1988  
I constructed Toro products on an assembly line.

**EDUCATION**

Diploma  
Slayton High School  
Slayton, MN  
Graduated: May 1987

Associate Degree  
Willmar Technical College  
Marketing & Sales Management  
Willmar, MN  
Graduated: May 1990

Associate In Arts Degree  
Willmar Community College  
Law Enforcement  
Willmar, MN  
Graduated: November 1995

ADDITIONAL TRAINING

Heart saver First Aid  
American Heart Association MN  
Adult CPR, Adult CPR & AED, Child CPR & AED, Environmental  
Expired 2007

REFERENCES

Steve Michaud - Director  
Greater MN Family Services Shelter Care  
3619 15<sup>th</sup> Ave NW  
Willmar, MN 56201  
320.235.3664

Susan Harding - Former Executive Director  
Kandiyohi County Girls Group Home  
822 Park Ave NW  
Willmar, MN 56201  
320.894.0484

Kim Ness - Program Coordinator  
Area Learning Center  
512 8<sup>th</sup> ST SW  
Willmar, MN 56201  
320.214.6692