

jennifer blanchard

team player, outgoing person, eager and willing to learn new experiances

Inver Grove Heights, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Line Leader/Machine Operator

csm bakery products - 2007 to Present

line lead operater

csm bakery products na - Eagan, MN - 2007 to Present

Responsibilities

Ensure all employees abide by saftey regulation,

Responsiable to keep line of any debris at all times

Review work order for assembly instruction

Assign work to line workers

Prepare paperwork for line checks and quality checks

Perform quality checks of the line

Technical Writer

sun country airlines - Minneapolis-Saint Paul, MN - 1994 to 2001

Responsibilities

Write and edit material for reports and manuals

Organize material and complete writing assignment according to set standards

Review published material

Maintain record and files of work and revisions

Assist in distrabution of material

Travel Agent

northwestern business travel - Woodbury, MN - 1990 to 1994

Responsibilities

Arrange flights, insurance and accomodations

Use a booking system to secure flights

Collect and process payments

Advise clients on travel arrangements

Send out tickets to clients

Keep clients up to date with any changes

Deal with compliants and refund in a proper matter

EDUCATION

travel and toursim

rasmussen college - Eagan, MN

1990 to 1991