

Haley N. Schwenk

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Summary

Detail-oriented and dependable team player with the ability to communicate effectively and efficiently through written and oral communication. Experienced office assistant skilled at building relationships with employees across all levels of an organization.

Highlights

- Microsoft 365
- HTML, CSS, Git
- Data analysis (R, SPSS)

Experience

Alta's Rustler Lodge

Reservations Agent

September 2019 to 2021

Front Desk Clerk

October 2018 to May 2019

Alta, UT

Assisted guests with planning and booking packages at a ski lodge over the phone, via e-mail, and in-person utilizing hotel reservations software; processed payments and sent confirmations; answered multi-line phone system; developed and edited reports using Crystal Reports; developed e-mail blasts using HTML and CSS.

Schwenk Aircraft Co. (formerly Aero Spray, Inc.) June 2006 to August 2014; June 2019-September 2019

Administrative Assistant

Appleton, MN

Provided customer support and assistance; aided pilots and ground crew with field locations and load mixtures; bookkeeping and office supervision.

University of South Dakota

August 2014 to August 2018

Instructor of Record

Clinic Assistant, Psychological Services Center

Clinical Psychology Trainee, Psychological Services Center

Graduate Teaching Assistant

Vermillion, SD

Jackson Recovery Centers

June 2016 to June 2017

Clinical Psychology Trainee

Education

University of South Dakota

2017

Master of Arts, Clinical Psychology, APA Accredited

Vermillion, SD, USA

University of Minnesota, Morris

2014

Bachelor of Arts, Psychology

Morris, MN, USA

Lac qui Parle Valley High School

2010

High School Diploma (with high honors)

Madison, MN, USA

References available upon request