

Heather Mielke

Albany, Mn | www.linkedin.com/in/heather-mielke | <https://github.com/Heather-Mielke> | (320) 406-4315 | heatherlmielke@gmail.com

EDUCATION

Rasmussen University

AS in Software Application Development

- Current Cumulative GPA: 3.98 | Dean's Honors List

General Assembly

Software Engineering Immersive

- JavaScript, React, jQuery, Python, HTML, CSS
- Git, GitHub, API's

Rasmussen University

AAS in Accounting

- Cumulative GPA: 3.99 | Dean's Honors List

St. Cloud, Minnesota (Remote)

Anticipating Graduation: Sept. 2022

Remote

Anticipating Certification Earned: April 2022

St. Cloud, Minnesota (Remote)

Graduation Date: Sept. 2021

TECHNICAL SKILLS & SPECIAL PROJECTS

Skills: HTML5 | CSS3 | JavaScript | Git | GitHub | Microsoft Office (Word, Excel, PowerPoint) | Responsive Design

WORK EXPERIENCE

Sand Companies, inc.

Accounts Payable Specialist

Waite Park, Minnesota

Feb 2021 – Oct. 2021

- Performed accurate and efficient data entry of invoices for the company to be paid in a timely manner.
- Evaluated missing information that was needed, and promptly contacted vendors for needed information.
- Engaged with other team members in the accounting department to discuss issues found or updates that need to be done on specific accounts.

Cost Cutters – Family Hair Salon

Cosmetologist

St. Joseph, Minnesota

Oct. 2017 – Feb. 2021

- Promoted and implemented recommendations to clients on products and services available for current and future appointments.
- Maintained an organized station with adequate products to deliver customer satisfaction and cleanliness.
- Formulated unique and desired color pallets for clients that accentuated their features for optimum results.

Baymont inn & Suites

Front Desk Attendant

Albany, Minnesota

Aug. 2015 – June 2016

- Greeted guests and responded to guest inquiries, requests, and distresses in a timely personable, and resourceful manner to resolve guest concerns.
- Informed customers about payment methods and verified credit card data in the system.
- Liaised with housekeeping staff to ensure all rooms were cleaned and ready to accommodate new guest arrivals.