**Heather Mielke**

Albany, Mn | www.linkedin.com/in/heather-mielke | (320) 406-4315 | heatherlmielke@gmail.com

**EDUCATION**

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| **Rasmussen University**  *AS in Software Application Development*   * Current Cumulative GPA: 3.98 | Dean’s Honors List | **St. Cloud, Minnesota (Remote)**  *Anticipating Graduation: Sept. 2022* |
| **General Assembly**  *Software Engineering Immersive*   * JavaScript, React, jQuery, Python, HTML, CSS * Git, GitHub, API’s | **Remote**  *Anticipating Certification Earned: April 2022* |
| **Rasmussen University**  *AAS in Accounting*   * Cumulative GPA: 3.99 | Dean’s Honors List | **St. Cloud, Minnesota (Remote)**  *Graduation Date: Sept. 2021* |

**TECHNICAL SKILLS & SPECIAL PROJECTS**

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

**WORK EXPERIENCE**

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| **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.

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| **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.

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| **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.