

# EMILY J. YASGAR

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## OBJECTIVE

I AM SEEKING A POSITION THAT WILL BOTH CHALLENGE ME AND ADVANCE MY EXPERIENCE.

## EXPERIENCE

2014 TO PRESENT	JEWELRY BY JOHAN	OAKDALE, MN
ADMIN/CUSTOMER SERVICE LEAD		
<ul style="list-style-type: none"><li>• CUSTOMER SERVICE</li><li>• MULTI LINED PHONES</li><li>• PRODUCTION SCHEDULING</li><li>• ADMIN STAFF SUPERVISION</li><li>• PURCHASE ORDERS</li><li>• INVOICING</li></ul>		
2014 TO 2015	ROCHELLE DANIEL	WOODBURY, MN
SALES COORDINATOR/ASSIST.	RE/MAX RESULTS AGENT	
<ul style="list-style-type: none"><li>• AGENT SUPPORT</li><li>• CUSTOMER SERVICE</li><li>• MANAGING CLIENT FILES</li><li>• ENTERING/EDITING LISTINGS</li><li>• DIGITAL FILING</li></ul>		
2013 TO 2014	RE/MAX RESULTS	WOODBURY, MN
FRONT DESK/OFFICE SUPPORT		
<ul style="list-style-type: none"><li>• AGENT SUPPORT</li><li>• CUSTOMER SERVICE</li><li>• GREETING CLIENTS</li><li>• MANAGING PHONES AND APPOINTMENTS.</li><li>• ENTERING/EDITING LISTINGS</li><li>• FILING</li></ul>		
2011 TO 2013	VISALUS SCIENCES	COTTAGE GROVE, MN
REGIONAL DIR/INDEPENDENT PROMOTER		
<ul style="list-style-type: none"><li>• SALES</li><li>• TEAM BUILDING/ON-GOING SUPPORT</li><li>• PROMOTING HEALTH</li><li>• LEADERSHIP DEVELOPMENT</li></ul>		
2009 TO 2010	MULLER FAMILY THEATRES	DELANO, MN
ASSISTANT MANAGER		
<ul style="list-style-type: none"><li>• SUPERVISE EMPLOYEES</li><li>• BOX OFFICE/CONCESSIONS</li><li>• DEPOSIT</li><li>• OPEN/CLOSE DUTIES</li><li>• CUSTOMER SERVICE</li></ul>		
2005 TO 2007	ST. LUKE'S HOSPITAL	DULUTH, MN
SCANNER/CLERICAL ASSISTANT		
<ul style="list-style-type: none"><li>• PREP MEDICAL RECORDS</li><li>• RESEARCH PATIENT DATA</li><li>• SCAN MEDICAL RECORDS</li><li>• QUALITY ASSURANCE</li><li>• MISC. CLERICAL SUPPORT</li></ul>		

## EDUCATION

2008 TO 2009	DULUTH BUSINESS UNIVERSITY	DULUTH, MN
MEDICAL CODING & BILLING		
1997	LAKE SUPERIOR COLLEGE	DULUTH, MN
NURSING ASSISTANT CERTIFICATE		