Meghan Niemer

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Education:

University of Wisconsin Eau Claire Graduation Date: December 2012

Bachelor of Science- Kinesiology

Emphasis Movement Studies

Minor in Psychology

Overall GPA 3.3/4.00 GPA in major 3.59/4.00

Related Coursework:

Technology: Photo-shop, in-design, PowerPoint, Eyenet, Quickbooks, DynamicsAX, ShoreTel, AccountEdge

Kinesiology: Biomechanics, Exercise Physiology, Human Development, Anatomical Kinesiology

Language fluency: 5 years of Spanish, Public professional proficiency

Certifications:

* CPR/AED certified
* Tips certified: can serve alcohol legally and know when people have been over served
* Service Culture: Customer service

Experience:

Administrative Assistant: Everlast Climbing, Mendota Heights, MN November 2014 - Present

* Customer service- phone calls/online chats
* HR assistance
* Freight Quoting/Sales quotes for distribution
* Factory seconds show room
* Lead entry and first contact
* Mailings

Office Manager: LearningRx, Woodbury, MN

December 2013 to November 2014

* Schedule appointments
* Advertising
* Social Media Manager
* In charge of Billing, cash control, inventory
* Customer Service, Director of First Impressions

Optical Team Member: Target Optical, Roseville, MN July 2013 to November 2014

* Schedule exams
* Help patient find glasses for correct prescription
* Read prescriptions and fill prescriptions
* Measure patients to fit glasses and adjust glasses to patients
* Supply glasses and contact lenses for the correction of vision
* Checking patient insurance – calling insurance companies

Site Director: YMCA, Eau Claire, WI

August 2009 to December 2012

* Responsible for 17 children throughout the afternoons
* Responsible for 5-7 staff, setting up meetings, weekly tasks
* Facilitate and encourage the children every week about a new virtue
* Preparing and setting up meals and snacks for the children
* Gym activities that include: basketball, tennis, team building
* Teach the children injury prevention, safety, responsibility and discipline
* Community events, YMCA events hosted over the year

Waitress: Casper’s Cherokee, Eagan, MN May 2012- August 2013

* Serve multiple tables, large events and parties
* Customer service
* Cash handling
* Phone calls/reservations