**PROFILE**

|  |
| --- |
| * Excellent verbal and written communication skills * Dedicated and meticulous—high level of accurateness and attention to detail * Proven ability to work independently and on a team to accomplish work goals * Practical and logical thinker with ability to understand complex systems * Diligent and responsible employee dedicated to producing quality work * Organized and detail-oriented |

**SKILL SUMMARY**

* Identified, screened, and prepared files for preservation and disposition
* Identified errors in filing systems
* Ensured that incoming mail is correctly opened, logged, date stamped,
* and sorted into traditional categories for distribution to appropriate units
* Sorted mail for distribution in various ways

**EDUCATION**

St. Cloud State University | St Cloud, MN

* Focus towards a degree in Math and Science Education.

Anoka-Ramsey Community College | Coon Rapids, MN 1976

* Associate of Arts Degree

**EXPERIENCE**

Kelly Services | Minneapolis, MN12/2015 – 05/2016

* Warehouse Associate/Cashier Assistant

Minneapolis Community and Technical College | Minneapolis, MN 8/20159/2015

* Office Specialist

Mid-America Business Systems | Minneapolis, MN 5/2014–9/2014

* Scanning Clerk

Metropolitan Council (Masterson Staffing) 3-11/2012

* Data Processing Clerk

Express Scripts | Bloomington, MN 5/2005 – 3/2011

* Mail Clerk I

Kroll Ontrack | Eden Prairie, MN 5/1987 – 5/2002

* DDE Document Coder

**REFERENCES**

Greg Jaarsma

Sr. Operations Technician, Data Output

Kroll Ontrack (Quorum Litigation)

Work: 952-516-3756

Julie King

Claims Supervisor

Express Scripts, Inc.

Home: 763-242-4822

Sandy Paul

Claims Supervisor

Express Scripts, Inc.

Home: 952-201-1495

Connie DeVolder

Human Resource Manager, Occupational Health

Metropolitan Council

Work: 612-349-7668

Lauren Potempa-Giamarese

E-Commerce Coordinator & Campus Cards

Minneapolis Community & Technical College

Email: lauren.potempagiamarese@minneapolis.edu

Work: 612-659-6853