

Startup Administrator Startup Administrator Kiewit Power Constructors- Startup Administrator
Lenexa, KS Ops Management Quantity Claiming and verification Checkout Forms Management
TFA Tracking Experience utilizing SAP to procure materials for the start-up department
Authorized to work in the US for any employer Work Experience Startup Administrator Kiewit -
LaPorte, IN May 2017 to Present Ops Management Quantity Claiming and verification Checkout
Forms Management TFA Tracking Experience utilizing SAP to procure materials for the start-up
department Substitute Teacher LaPorte Community School Corporation - LaPorte, IN January 2017
to Present Reviewed lesson plans Taught lessons Analyzed instructions and followed with a
daily report Child care overview Model/ Sales Associate Apricot Lane Boutique - Champaign, IL
May 2014 to May 2016 Made accurate deposits/ withdrawals Ensure sales receipts match cash
register Customer Service Corporate Model Systems Administrator University Housing, SIUC-
Systems - Carbondale, IL August 2012 to May 2014 Carbondale IL Entered charges to a database
Answered the phone, directing to a housing representative Managed filing systems Answered
questions about housing Education Bachelor of Science in Human Nutrition and Dietetics in Human
Nutrition and Dietetics Southern Illinois University - Carbondale, IL May 2016 Skills Excel (10+
years), Medical Terminology (5 years), Microsoft Excel (10+ years), OFFICE MEDICAL (Less than 1
year), Outlook (10+ years) Additional Information Technology Skills: Proficient with Microsoft Excel,
Word, Outlook, Power Point, and Medical Terminology.

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