

Campaigner Campaigner Executive Administrator Wayzata, MN Strong background in developing and maintaining data management systems, and creating a comfortable setting for customers while assessing their needs. Driven to exceed corporate goals, maintain quality assurance and client expectations. Authorized to work in the US for any employer Work Experience Campaigner Environment Minnesota - Minneapolis, MN June 2019 to Present Raising public awareness of environmental issues, gaining members and fundraising to lobby for public interest Executive Marketing Administrator Roth Staffing - Minneapolis, MN February 2017 to June 2018 Data manipulation for the product's software, development of marketing material and telemarketing support for sales, analysis, and evaluation of data for various projects Work with Information Systems to implement proper decision support databases for the company's offerings and coordinate departments of Marketing, Account Management & Customer Support, Research & Development, and Administration Information Systems Contractor Frauenshuh - Minneapolis, MN October 2016 to December 2016 Maintain telecommunications database for large franchise Streamline accounts and coordinate implementation of IS system overhaul Data Analyst Contractor Dynamex, Inc - New Brighton, MN June 2014 to August 2014 55112) Navigate Dispatch software to track and quickly analyze productivity of delivery fleet Maintain marketing reports and database for senior management by inputting invoice and bill-back data Organize analytical and productivity reports for weekly and monthly sales/response time assessments Teller/Banker Wells Fargo - New Hope, MN July 2012 to June 2014 Advise corporate and personal customers, discussing their financial requirements, and provide appropriate financial advice Maintain knowledge of FDIC regulations and manage a cash drawer Provide account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks Sales Administrator TRI Marketing - Minneapolis, MN August 2011 to June 2012 55447) Receive clients calls and emails who had shown interest in Alstate insurance products and inform them on their opportunities in the available market Maintain promotional database and client relations reports for a team of sales administrators Executive Administrative Assistant Massage Envy - Plymouth, MN May 2009 to August 2011 55447) Manage

financial controls, operations, employee development, guest service and compliance across shifts for desired outcomes Follow cash control/security procedures and help to implement marketing plans, maintain schedules, manage labor and apply financial reports Provide secondary support to Business Owner in Operations, Marketing, and AP/AR Lead an exceptional team of sales associates that consistently preformed in sales and service standards Education Bachelor's in Engineering University of Minnesota-Twin Cities August 2018 to June 2022 Associates' Degree North Hennepin Community College August 2014 to May 2016 Technical Degree in International Business Technical Program-Business Central Ohio Technical College August 2007 to May 2009 Skills AP/AR (2 years), Marketing (5 years), Outlook, Payroll, Administrative Assistant, Quickbooks, Excel Additional Information Skills Proficient with office software programs, including sales and accounting databases, document processing and graphic presentation software Experienced with Microsoft products and organizational tools including Access, Notebook and Publisher AP/AR, IS Project Coordinator, and Marketing Contractor Professional

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