

Morgan Weidner

783 SW Windrose Terrace • Beaverton, [State] [Postal Code]
Phone: (503) 537-8546 • E-Mail: Morgan.Weidner@gmail.com



Objective

Dedicated professional with vast experience in customer service oriented settings with the ability to work well with others on a professional and personal level; deadline driven with outstanding organization and multi-tasking skills. Quick learner with strong ability to work independently as well as in a team setting, seeking an administrative position with a growth oriented company.

Experience

Twist Salon – McMinnville, OR

April 2011 – May 2013

Receptionist

- Scheduled clients on computer based program (Ileprechaun)
- Answered multi-line phone system
- Assisted accounts payable
- Managed social media accounts
- Product Sales

Zippy's Pizza – Yamhill, OR

July 2006 – June 2011

Server

- Provided customer service to patrons
- Assisted scheduling
- Assisted pay roll
- Accounts payable

Education

Oregon State University

2008 – 2009, 2012

Communications

Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Managing Social Media
- Type 70 WPM
- Data Entry Alpha / Numeric 10 key
- Verbal / Written Communication
- Professional Phone Etiquette
- Self initiated
- Punctual
- Multi-line phones
- Scheduling
- Filing Expert
- Organized
- Detail Oriented
- Multi-task management

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- Client relations

Reference

Emma Judd • Twist Salon: Owner • (503) 704-1564

Wanda Weidner • Zippy's Pizza: Owner • (503) 537-8543

Candice White • Twist Salon: Co-worker • (971) 241-9232

Adri Leary • Family Friend • (503) 998-9753