

# Morgan Weidner

783 SW Windrose Terrace • Beaverton, Oregon 97124  
Phone: (503) 537-8546 • E-Mail: Morgan.Weidner@gmail.com



## Objective

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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

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### Twist Salon – McMinnville, OR

April 2011 – Present

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

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### Oregon State University

2008 – 2009, 2012

Communications

## Skills

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- 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
  - Client relations
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## Reference

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**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