Monica Bergstrom

51 Coltens Place  
Winfield, MO 63389  
734-747-1541

[monicasoncasie@gmail.com](mailto:monicasoncasie@gmail.com)

**Qualifications include:**

Interpersonal Skills

Self-Motivation

Detail-Oriented

High Professional Commitment

Multi-Tasking

**Work Experience:**

MMC of Ypsilanti, Ypsilanti Michigan,  
*Administrative Assistant*I worked at The Lake Shore Apartments for the MMC management company for 2 years. I did all the front office work. Answer phones on a multiline phone system, took work orders using onsite computer program, placed office orders, organized the office and took care of the 1026 confidential apartment resident files. I was also in control of creating the monthly newsletter and did personal interviews with employees from the company. I am a multi-tasker extraordinaire.   
**From 08/2011 to 08/2013**  
  
Sam’s Club, Ypsilanti Michigan,

# Door Greeter, Hardlines Associate, Member Service, Member Champion, Benefits Coordinator

During my time at Sam’s Club I have been apart in all aspects of customer satisfaction. As a Benefits Coordinator I have gained many skills which include: improving customer relations, events planning, building a report with clients through phone conversations, managing 200+ business accounts, and data entry through the Microsoft Office Suite.

**From 12/2008 to 06/2011**

Subway Restaurants, Ann Arbor Michigan,

*Sandwich Artist*

**From 8/2008 to 1/2009**

Basil Boys Restaurant, Tecumseh Michigan,

*Line Cook, Front Counter Cashier, Waitress, Prep Cook*

**From 3/2007 to 9/2008**

Boomer’s Burgers, Tecumseh Michigan,

*Waitress, Line Cook, Kitchen Manager*

**From 12/2004 to 8/2008**

**Education:**

Washtenaw Community College, Ann Arbor Michigan,

*General Education Courses*

**From 9/2006 to 12/2007**

Tecumseh High School, Tecumseh Michigan,

*High School Diploma*

**From 9/2004 to 5/2006**

**Special Skills**Typing skills  
One-site knowledge  
Word and Xcel knowledge  
Publisher Knowledge  
Multi-Line phone system knowledge **References:***Qualia Pant- 734-637-6437  
  
Jen Radziszewski- 734-478-6128  
  
Ira Logsdon- 517-442-2606* **Volunteer Work:**

2009- Ypsilanti Relay For Life

*Co-Coordinator for Team Sam’s Club*

2009- Children’s Miracle Network

*Co-Events Director for Fundraising through Sam’s Club*

2010- Ypsilanti Relay For Life

*Volunteered 7+ Hours to children’s activities and fundraising*

2010- Children’s Miracle Network

*Event Director for Fundraising through Sam’s Club*

2010- Breast Cancer Walk at Gallup Park

*Walked for a Cure*

2011- Children’s Miracle Network

*Event Director for Fundraising through Sam’s Club*

2011- Full, Fit and Fabulous Walk for Childhood Obesity

*Walked for the Cause*

2011- Walk and Wag

*Humane Society Walk with your dog Fundraiser*

2011- Ypsi P.R.I.D.E.

*Community cleanup for a beautiful place to live*

2011-Ypsilanti Relay For Life

*Co-Coordinator for Team Sam’s Club*2012-Childrens Miracle Network  
 *Face painter and balloon maker for fundraisers event*