

# Bryce Miller

Duluth, MN 55803

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## Summary

Dynamic professional with experience at Duluth Indoor Sports Center, excelling in event coordination and cash handling. Proven ability to enhance customer satisfaction through effective problem solving and relationship building. Recognized for maintaining organized operations and delivering exceptional service, ensuring seamless experiences for participants and staff alike.

## Skills

- Event coordination
- Cash handling
- Problem solving
- Front desk operations
- Relationship building
- Professionalism

## Experience

**Desk Clerk, 03/2023 — Current**

**Duluth Indoor Sports Center** — Duluth, Minnesota

- Greeted visitors and provided information on facility services and programs.
- Managed check-in and registration processes for events and activities.
- Coordinated communication between staff, coaches, and participants to ensure seamless operations.
- Updated event calendars and communicated changes to relevant parties promptly.
- Maintained cleanliness and organization of front desk area and lobby.
- Assisted with scheduling reservations for fields and courts efficiently.
- Handled cash transactions and processed payments accurately.
- Addressed customer inquiries and resolved issues in a timely manner.

**Grocery Stocker, 05/2023 — 11/2023**

**SuperOne** — Duluth, Minnesota

- Organized backroom inventory for efficient access and replenishment.
- Assisted customers in locating items throughout the store.
- Received, unpacked, and stored incoming merchandise according to company guidelines.
- Stocked shelves with products based on customer demand and sales trends.

## Education and Training

**05/2025 Lake Superior College** — Duluth, MN

**Associate of Arts Finance**

**University of Minnesota, Duluth** — Duluth

**BBA Finance**

## Activities and Honors

- Golf
- Basketball
- Tutoring
- Hunting

## Accomplishments

- Promoted to near management level exceptionally fast at both jobs
- Graduated both high school and community college with honors

## References

References available upon request.