

CALEB LUND

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PROFESSIONAL SUMMARY

With strong planning, problem-solving, and communication skills, I am extremely efficient and accurate. I have lived in and worked in many different economic backgrounds. Eager for new opportunities and challenges.

SKILLS

- Technical support
- Staff management
- Transcription and dictation
- Business operations
- Administrative support
- Accounts payable / accounts receivable
- Verbal and written communication
- Project management
- Accounting
- Customer-service oriented
- Attention to detail
- Personable and outgoing
- Strategic planning
- Organization skills
- Documentation and reporting
- Telephone skills
- Sorting and labeling
- Office administration
- Bookkeeping
- Office management

EDUCATION

Science, Technology, Health and Society - Bachelor Of General Studies 2019
The University of Arizona Tucson, AZ

Basics
Arizona Western College Yuma, AZ

- Took classes at Junior College during high school

High School Diploma 2010
Antelope Union High School Wellton, AZ

WORK HISTORY

Receptionist October, 2016 to Present
Sitzmark Chalet Inn Ruidoso, NM

Receptionist October, 2016 to Present
Floation Station LLC Ruidoso, NM

Accounting December, 2014 to November, 2020
Aspen Business Service Ruidoso, NM

Cook Supervisor October, 2014 to December, 2019
Circle J Barbecue Ruidoso, NM

Cook Manager April, 2014 to October, 2014
Dickies Barbecue Pit Seminole, TX

- Worked at 2 locations

Receptionist April, 2014 to October, 2014
Wingate by Wyndham Seminole Seminole, TX

Cook
Johnny's Barbecue

February, 2013 to September, 2013
Midland, TX

Resident Assistant
The University of Arizona

August, 2012 to March, 2013
Tucson, AZ

- RA one Semester

Lab Technician
The University of Arizona

August, 2011 to May, 2013
Tucson, AZ

- SWES Lab

ACCOMPLISHMENTS

- High School: Student Council 4 years (Student Body President); FFA 4 years (Officer all 4); Skills USA 4 years (Officer all 4); Gifted Club; National Honor Society
- University of Arizona: Blue Chip Graduate, SWES Club
- Code Boot Camp; Web development & Page Designing