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| Lindsey Sandberg | |
| 1698 Oakwood Drive, Shoreview, MN 55126 • (651) 315-6483 • [lmsandberg@stkate.edu](mailto:lmsandberg@stkate.edu) | |
| **Professional Summary**  Goal-oriented student currently completing a Bachelor of Science degree in Public Health at St. Catherine University. Passionate about promoting and improving public health. Effective at managing administrative needs and providing exceptional service to people of all backgrounds | |
| **Skills**   * Natural leader * Data entry * Sales experience * Motivated team player * Administrative support * Outstanding interpersonal skills | * Excellent communication skills * Strong work ethic * Customer service * Detail-oriented * MS Office Suite |
| **Education**  Bachelor of Science: Public Health 2018  St. Catherine University –St. Paul, MN   * Coursework in Global Studies, Epidemiology, Economics, and Political Science * Elected to President for Public Health Club in 2018 | |
| **Certifications** | |
| Certified Nursing Assistant –State of Minnesota | |
| **Work History** | |
| SNAP Outreach Intern, 09/2018 to Current | |
| Second Harvest Heartland –Maplewood, Minnesota | |
| * Cultivated relationships with leaders in the community, businesses and local citizens in an effort to draw attention to Second Harvest Heartland and add new donors and volunteers. * Communicated with individuals of all ethnic and cultural backgrounds on a daily basis. * Referred clients to appropriate team members, community agencies and organizations to meet needs. * Compiled company information and related material and distributed it to clients. * Participated in marketing and outreach and other visibility efforts, as requested. | |
| Bookseller, 10/2014 to Current | |
| Barnes & Noble Inc. –Blaine, Minnesota | |
| * Engaged with customers in a sincere and friendly manner. * Resolved all customer complaints in a professional manner while prioritizing customer satisfaction. * Mentored new sales associates to contribute to store’s positive culture. * Determined customer needs by asking relevant questions and listening actively to the responses. * Followed merchandising guidelines to present visually appealing displays. | |
| Nursing Assistant, 03/2018 – 06/2018 | |
| Presbyterian Homes And Services –Arden Hills, Minnesota | |
| * Maintained accurate records of patient care, condition, progress and concerns. * Helped patients move in and out of beds, baths, wheelchairs and automobiles. * Responded appropriately to the physical, emotional and developmental needs of patients. * Performed direct patient aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene, physical comfort, nutrition, elimination, prevention of skin breakdown, rehabilitation and safety. * Assisted with patient transfer and ambulation. | |