Summary

Dedicated self-motivated business driven goals, seeking a job in a professional business setting to further my growth in a corporate position to apply all skills and experience I have for the better of that business.

Experience

Northland Group, Edina MN September-2017/September-2020

Data Operations Assistant

* Import/Export client accounts
* Work with clients to fulfill their needs

Ch Robinson, Eden Prairie MN November-2016/May-2017

Accounts Receivable Specialist

* Worked on various programs including; Citrix, Navisphere, and Microsoft Excel.
* Applied cash/check invoices onto accounts

Sprint, Richfield MN September-2016/December-2016

Sales Rep

* Sold cellphones and accessories daily.
* Assisted customers and employees with any problems.

Valleyfair, Shakopee MN April-2015/September-2017

Cash Control Team Lead/Supervisor

* Count money and give out cash tills to employee’s.
* train new and existing employee’s.

Manage and input daily excel spreadsheets and close balances in daily GR and Vault counts.

Best Buy, Burnsville MN October-2015/May-2016

Inventory Specialist

* Account for inventory including receiving and shipping products.
* Stock shelfs, and unload truck daily.
* Help customers and employees on the floor, and aid in finding merchandise.

Pizza Hut, Eagan MN September-2015/October-2015

Delivery driver

* Delivered pizza to customers on timely and friendly matter.
* Maintain tips/sales on my own till.

Pizza Ranch-New Prague MN August-2014/April-2015

Delivery driver/Cook

* Deliver food on time to customers with friendly and fast service.
* Assist guests and employees in the store, and answer the phone.
* Cook many different varieties of food, and prepare buffet for guests.

Education:

* Coding certificate at University of Minnesota – primarily focused field in front and back end web dev
* Associate degree in Accounting-Dakota County Technical College, Rosemount MN
* GPA-2.89/4.00

Extracurricular Activities:

Business Professionals of America

* I participated in the BPA club where they taught me business standards and skills needed. Competed at state and got 5th place in Project Management Concepts.

Leadership Fundamentals

* At Valleyfair I took a leadership program where I was taught the basics and fundamentals of leadership. It trained me to be a better leader and problem solver.