*Highly motivated, dependable team player that is able to be self-initiating and follow instructions in an effective manner. Proficient knowledge in staffing procedures, customer service, methods of communication and computer skills.*

**EDUCATION**

**Global Masters in Business Administration** January 2009 to June 2013

*Southern New Hampshire University* Manchester, NH

Graduate Certificates received:

* Social Media Marketing
* Marketing

**Bachelor of Science in International Business** March 2005 to May 2007

*Southern New Hampshire University* Manchester, NH

Relevant coursework includes Marketing, Social Media Marketing I, II, & III

**Associates of Arts**  January 2003 to December 2004

*Anoka Ramsey Community College* Coon Rapids, MN

**WORK EXPERIENCE**

**Server** July 2016-Present*Cowboy Jack’s* Minneapolis, MN

* Responsible for handling money
* Experience providing excellent customer service
* Responsible for promoting daily specials and weekly events

**Sales Associate** February 2008 to September 2008

*Catherine’s* Roseville, MN

* High ranking results for new credit card enrollments
* Responsible for store cleanliness and presentation
* Assisted in the day to day operations to achieve targeted productivity, sales, and profitability

**Cashier**  April 2006 to April 2007

*BP of New Brighton* New Brighton, MN

* Was responsible for cashiering, collecting cash payments from customers and making change or charging purchases to customers’ credit cards.
* Maintained a clean and organized work area
* Provided assistance and customer service to patrons

**Receptionist** August 2005 to February 2006

*Trevilla of New Brighton* New Brighton, MN

* Answered, screens and forwarded calls in a polite and professional manner
* Scheduled appointment s and maintained and updated appointment calendars
* Greet visitors and direct them appropriately