

Marilyn Thompson

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Detail-oriented, organized individual with 10 years of interpersonal and presentation skills and a passion of making a difference. Problem-solver with excellent communication skills seeking an entry –level marketing support role.

Education

University of St. Francis – Joliet, IL

Anticipated Grad – May 2022

Bachelor of Business Administration in Marketing

GPA: 3.75

Joliet Junior College – Joliet, IL

May 2014

Associates of Applied Science in Culinary Arts and Hospitality Management

PTK - High Honors in both Associate Degrees

Experience

Administrative Assistant

A Breezy Service-Appliances and Repair - Homer Glen, IL

August 2018 - Present

- Maintaining files using bookkeeping, documentation, planning, and scheduling using Microsoft Office tools to complete tasks
- Providing administration support in the office and client reception area with current stationery and material
- Ordering and storing front office supplies using the company's inventory spreadsheet
- Handling all customer relations issues in a gracious manner and in accordance with company's policies
- Exceeding occupational health and safety standards in the work environment by ensuring the client reception area is sanitized and clean daily

Kitchen Supervisor

Willow Falls Retirement Community - Crest Hill, IL

December 2016 - May 2020

- Updated Safety Data Sheet (SDS) book within department as needed and organize, conducted a once-a-month Safety Committee meeting for all departments
- Paid careful attention to the operating budgets of the department to ensure that costs are controlled and maintained the correct levels of spending
- Resolved any staffing issues and customer complaints regarding food quality and service
- Motivated present and new team members and focus on teamwork and time management to achieve their roles to the required standard, actively lead by example.
- Maintained occupational health and safety standards according to company and state regulations

Academic Career Portfolio be presented as a sample of written and presentation skills