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Olivia Renee GermundsonA long, thin rectangle to divide sections of the document

# SKILLS

I have worked in customer service for 7 years. I have skills in Microsoft such as world, excel, outlook, and outlook calander. I have time management skills and organization skills.

# EXPERIENCE

## Construction Management Services a division of WSE Massey & Engineering, Rochester MN *— Office Administrator*

January 2023 - PRESENT

* Answered phone calls to schedule inspections and appointments.
* Answer emails in a timely and efficient manner.
* Filled out paperwork daily to keep our work flow moving
* Exercised time management skills and got things done timely.

## Construction Management Services, Rochester MN *— Office Administrator*

May 2021 - December 2022

* Answered phone calls to schedule inspections and appointments.
* Answer emails in a timely and efficient manner.
* Filled out paperwork daily to keep our work flow moving
* Exercised time management skills and got things done timely.

## HyVee, Kasson MN *— Cashier*

November 2020 - February 2022

* Greeted customers
* Operated a cash register
* Maintained a clean check out area
* Redeemed coupons for customers
* Provided customer sercie
* Actively listen to wants adn needs of customers
* Bagged items with care and thoughtfulness
* Restocking shelves
* Accepting many forms of payment

## Erdmans County Market, Kasson MN *— Cashier*

November 2018 - September 2020

* Greeted customers
* Operated a cash register
* Maintained a clean check out area
* Redeemed coupons for customers
* Provided customer sercie
* Actively listen to wants adn needs of customers
* Bagged items with care and thoughtfulness
* Restocking shelves
* Accepting many forms of payment

# EDUCATION

## Rochester Community and Technical College (RCTC) *— Associates Degree in Business Administration*

September 2019 - May 2022, Rochester, and online education

## Winona State University *— Bachelor's Degree in Business Administration with a management minor*

September 2022 - December 2023, Online education

A highlight of going to Winona State University was taking a trip abroad in May 2023 to Paris, France.