



## Education

### **Southeast Technical Institute, Sioux Falls, SD**

Associate of Applied Science in Marketing  
May 2011

Associate of Applied Science in Graphic Communications  
May 2012

### **Dakota State University, Madison SD**

General Studies  
August 2004 - May 2005

## Work Experience

### **Kohl's Department Store, Sioux Falls SD**

Part-time/ Full-time  
November 2011 - Present

Assignments Included:

- Completing Transactions
- Product Organization
- Opening New Charge Accounts
- Customers Assistance
- Stocking
- Shoe Sales

### **Great Western Bank, Sioux Falls SD**

Seasonal / Part-time  
May 2007 - August 2007  
May 2008 - May 2011

Assignments Included:

- Data Entry
- Receptionist
- Imaging and Statements
- Extracting Financial Reports for Executive Management
- New Employee Welcome Packets
- ATM and Debit Card Ordering and Conformation
- Filing

### **Xanterra Parks and Resorts, Keystone SD**

Seasonal / Part-time  
April 2006 - January 2007

Assignments Included:

- Customer Assistance
- Handling Money
- Preparing Food
- Managing Specific Work Stations

## Volunteer Experience

### **First United Methodist Church, Miles City MT**

St. Louis, MO, Summer of 2002

Volunteered at inner city homeless shelters

Seattle WA, Summer of 2001

Volunteered at inner city homeless shelters and a day care

### **Lincoln Elementary, Miles City MT**

January 2001 - June 2001

Volunteered in reading development classroom during high school

## Skills Summary

*Technical:*

Microsoft Office: Word, Excel, PowerPoint, Outlook; Novel Group Wise;  
Adobe Creative Suite 5.5: InDesign, Illustrator, Dreamweaver, Acrobat Pro

*Personal:*

Highly Organized, Dependable, Dedicated, Attention to Detail, Friendly