

Summer Hagy

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Summary of Qualifications

- Strong customer service skills in a retail setting
- Congenial and enthusiastic contributor and supporter of team goals
- Knowledge of office practices and procedures
- Strong attention to detail, great math skills and enjoys working with numbers
- Excellent analytical, organizational and communication skills
- Proven ability to prioritize and handle multiple tasks in a challenging environment

Education and Training

Rasmussen College, St. Cloud, MN
AAS Degree- Office Management
GPA 3.8/4.0

September 2009

Morningnight Community College
Bookkeeping Certificate

May 2008

Skills Summary

- Windows Vista, Windows XP, Mac
- Access, PowerPoint, Word, Quickbooks, FAS, Hyperion, Quicken, OptimalResume
- Basic computer hardware assembly and component/device replacement
- Learns new software applications quickly
- Conversant in Spanish and understands Portuguese
- Types 45 WPM and excellent 10 key calculator skills
- Commercial drivers license

Employment Experience

Office Depot- St. Cloud, MN
Service Representative

December 2009 - Present

- Assisted customers with product selection and payment; became a key resource for screening new hires
- Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over \$2K per month

St. Cloud Times- St. Cloud, MN
Newspaper Delivery Person

Summer 2007

- Assembled and delivered newspapers to a community of 430 people. Never missed a delivery day
- Increased subscriptions by 30 as a result of a direct mailing
- Proactively checked accounts payable and performed collections

Hillside Summer Camp Hillside, MN
Camp Counselor

Summer 2006

- Conducted classes in swimming, track and basketball. Developed leadership and team building skills and was given Favorite Counselor Award
- Composed weekly newspaper on camp events and recognitions, gaining better exposure for the camp