

Michelle Van Hauen

320 Park Meadows Drive
Apt 207
Waite Park, MN 56387
(320) 428-2121
MellyVH07@gmail.com

EXPERIENCE

Phyxius Inc., St. Cloud, MN— Office Supervisor

AUGUST 2017- PRESENT

- Schedule and organize daily office functions
- Communicate daily with the remote financial director and owners on company issues
- Oversee hiring, onboarding, and training of new employees and maintain updated employee files
- Verify all employee purchases and balance location budgets
- Accounts payable
- Oversee repairs on all 16 company locations
- Prepare and process payroll for 200+ employees
- Manage employee insurance and 401k
- Submit background studies through the state of Minnesota
- Notarize documents
- Facilitate yearly licensing processes on all locations
- ACA reporting

Casey's General Store, St. Cloud, MN—Cashier/Team Member

APRIL 2017-SEPTEMBER 2018

- Assist customers at the point of sale
- Maintain cleanliness of the store
- Ensure proper closing procedures were followed
- Make pizza
- Unload truck deliveries and restock inventory

X-cel Optical, Sauk Rapids, MN— Lab Tech- Trivex department

MAY 2016-AUGUST 2017

- Assembly line production of optical lenses
- Handle high quantity, finished and unfinished product with high accuracy quality control
- Prepare molds to be run through production again

SKILLS

Excellent written and verbal communication skills

Decision Making

Self-motivation

Conflict Resolution

Leadership/Teamwork

Creativity

Adaptable

Quick Learner

Flexible

Responsible

Efficient

Computer and Internet Skills

Organization/Detail oriented

EDUCATION

South High School,
Fargo, ND—
Diploma

MAY 2007

MSUM, , Moorhead,
MN

SEPTEMBER 2007 - MAY 2008

- Identify and correct any changes from one order to the next

Shopko , St. Cloud, MN— *Customer Service Specialist*

AUGUST 2015- September 2016

- Assist customers with sales, returns, complaints, and accounts
- Supervise cashiers and schedule breaks
- Count and balance the safe, find any discrepancies, and prepare daily bank deposits and change orders
- Help set weekly sales ad throughout the store and adjust clearance prices on floor inventory

Kmart, Rockford, IL— *Closing Floor Supervisor (key holder)*

JANUARY 2104 - JUNE 2015

- Assigned daily duties to all floor associates
- Handled and resolved any customer questions, concerns, or complaints
- Handled all online orders
- Submitted daily sales and financial reports to corporate system
- Implemented floor plan outline changes for merchandising or advertising adjustments
- Handled all Western Union transactions
- Closed and secured the store

UPS, Rockford, IL— *Package Handler*

OCTOBER 2013 - JANUARY 2014

- Unload packages from the airplane
- Sort packages by destination
- Load packages into trucks or containers for flight

Masterson Personnel, St. Cloud, MN— *Temp*

JUNE 2011- DECEMBER 2012

- Assigned to various manufacturing industries
- Over a year at one long term assignment at Blow Molded Specialties where responsibilities included
 - Running manual and automatic industrial presses to make product
 - Using fillet knives, torches, and a variety of power tools to finish product
 - Follow order form and enter all data into

- computer system daily
- Inspect finished product following quality control guidelines

North Country Home Care, Zimmerman, MN— PCA

SEPTEMBER 2008 - MAY 2011

Assist elderly with daily tasks

- Cleaning
- Light cooking
- Bathing
- Grooming
- Errands - shopping, appointments
- Maintain prescription schedule

Kmart, Fargo, ND— Service Desk Associate

JUNE 2006 - JANUARY 2008

- Service customers with sales, returns, or complaints
- Supervise and assist all cashiers
- Ensure daily deposits to safe
- Merchandise and supervise cleaning of front end of store
- Handle Western Union transactions