204 Western Avenue

Maquoketa, IA 52060

563-221-1427

bergc2013@yahoo.com

Crystal ANN BERG

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| Objective |  | Ambitious and hardworking Manager with 6 years progressive experience in the Management field, and 1 year experience as an Office Manager seeking a full time position in surrounding area.  |
| Skills & Abilities |  | Broad knowledge of computer based programs including Microsoft Word, Power point, Excel and Microsoft Outlook. Great communication skills; Ability to multi-task.  |
| Experience |  | Office Manager, Jackson County Economic AllianceAugust 2013- PresentAs Office Manager I set up appointments to meet with current and future companies and industries. Clerical Duties including copying, scanning, faxing, and the composition and sending of emails using Microsoft Outlook. I am proficient in typing and computer programs including Word, Excel, Power Point, and Microsoft Outlook. As Office Manager I also assisted with the development, and completion of a website for Jackson County Economic Alliance, as well as routine informational updating. Other responsibilities as Office Manager included attending Economic Development conferences and workshops, and drafting articles and news releases. Manager, Timber City Travel PlazaSeptember 2011 – July 2013As Manager at Timber City Travel Plaza, I managed a team of 7-8 employees. Some responsibilities included, reconciling books, deposits, scheduling, cash handling, managing day to day activities, putting away groceries, and choosing items for shelf. Assistant Manager, Lens BpSeptember 2007 – September 2011As Assistant Manager my responsibilities included providing quick and friendly service to patrons as well as teaming with coworkers to ensure that all responsibilities were completed efficiently in order to maintain a clean, orderly store. Other responsibilities included inventory, deposits, and cash transactions. |
| Education |  | Waldorf College, Forest City, IowaBachelor’s Degree in Business Management, 2006Maquoketa High School, Maquoketa, IAHigh School Diploma - 2001 |
| References |  | Available Upon Request |
| Certifications |  | Substitute Teacher AuthorizationArea Education AgencySeptember 2011 |