

Susan B. Green

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Objective

To obtain an on-campus position. Not eligible for work study.

Education

BACHELOR'S DEGREE | EXPECTED GRADUATION MAY 2024 | UNIVERSITY OF WISCONSIN, GREEN BAY

- Major: Business Administration
- Minor: Spanish

ASSOCIATE'S DEGREE | MAY 2021 | NORTHEAST WISCONSIN TECHNICAL COLLEGE

- Major: Business

Skills & Abilities

- Over 5 years customer service experience
- Familiar with Microsoft Word, Excel, and PowerPoint
- Experience with multi-line phone systems
- Fluent in Spanish

Experience

CUSTOMER SERVICE REPRESENTATIVE | KOHL'S DEPARTMENT STORES | MAY 2017-PRESENT

- Provide efficient customer service and accurately manage register transactions
- Balance and reconcile daily cash receipts
- Assist with training new employees
- Employee of the Month, June 2019 and November 2020.

VOLUNTEER | HABITAT FOR HUMANITY | AUGUST 2018-PRESENT

- Participate in various builds throughout the Green Bay area
- Sell donated materials at the Habitat's ReStore to support the construction of homes

References

Available upon request.