**Megan C Mathre**

P.O. box 3074 • Walnut Ridge, AR USA 72476 • (920) 915-7911 • mmathre@rocketmail.com

|  |  |
| --- | --- |
| **Objective** | A challenging position which will allow me to further utilize my existing skills as well as acquire new abilities.  |

|  |  |
| --- | --- |
| **Work Experience** | 01/2012 - Present  Williams Baptist College, Walnut Ridge, AR*Receptionist*Held responsibility for answering and transferring phone calls, copying and filing paperwork, grading, and organizing the office.05/2012-08/2012 Tractor Supply Company, North Little Rock, AR*Cashier*Answered telephones, greeted customers, stocked shelves, assisted customers with questions and merchandise.05/2011 - 08/2011  Best Western Inns & Suites, Prairie Du Chien, WI*Front Receptionist*Made reservations, checked guests in and out, answered telephones, kept computer up to date, copied, filed, and faxed paperwork. 05/2009 - 08/2009  Wisconsin Badger Camp, Prairie Du Chien, WI*Secretary*Operated a computer, copy machine, and fax machine, answered telephones, filed paperwork, collected and recorded payments, answered questions about the camp, completed and organized paperwork, copied and filed medical forms and health reports. 02/2009 - 08/2009  Piggly Wiggly, Lancaster, WI*Cashier*Operated a cash register, greeted customers, stocked shelves, assisted customers in finding items, and helped with parcel pick-up.  |

|  |  |
| --- | --- |
| **Education** | Williams Baptist College 64 Fulbright Avenue, Walnut Ridge, AR 72476Bachelors degree in MusicClintonville High School64W Green tree Road, Clintonville, WI 54929General- diploma |

|  |  |
| --- | --- |
| **Skills** | ·     Proficient in Microsoft Word and Excel·     5 years in customer service experience·     3 years of experience in copying, filing, and faxing·     4 years of experience in money handling·     Telephone Reception·     Written Communication·     70 wpm typing speed·     Excellent interpersonal skills and office etiquette·     Strong organizational skills |
|  |  |

**References** Dr. Bob Magee (870) 637-3329

Williams Baptist College

Music Department Chair

Harsha Patel (608) 326-4777

Best Western, Prairie Du Chien,WI

Owner

Emily Harris (501) 551-4375

Co-Worker

Andrew Herdegan (612) 308-7835

Friend