

Candidate 3841

NV

Professional Goal

To advance my record keeping, computer and customer services skills daily in the cattle industry

Education

University, Montana

Graduated August 1996

- Bachelor of Science – Animal Science, Science Option
- Bachelor of Arts – Spanish

Experience

Office Manager, State Farm, NV

Sept 2019 – April 2023

- Responsible for day-to-day management of the office with 1 or 2 staff members
- Communicated with customers and the home office via text, email, chat and phone
- Explained insurance options to allow the customer to choose what protects them best

Records, OR

Oct 2014 – Aug 2018

- Upgraded and maintained purebred records on 500 mother cows using Microsoft Programs
- Created and managed the printing of 4 bull sale catalogs using email and phone contacts

Ranch Assistant, WY.

Feb 2008 – Oct 2014

- Managed calving, weaning and feedlot records on 1000 mother cows using Excel and on paper

Branch Manager, MT

Aug 2005 – Dec 2007

- Prepared monthly and annual budget reports using Excel
- Supervised 4 employees
- Consumer Loan Officer with a portfolio of \$150,000 +

Teller, MT

Sept 2004 – Aug 2005

- Provided excellent customer service
- Balanced teller window daily

Case Manager, MT *April 2002 – Sept 2004*

- Completed Case Management duties including career counseling, objective assessments, and standardized testing for clients
- Performed outreach duties including presentations to increase awareness of REO programs

Program Technician, MT *Oct 2001 – Sept 2002*

- Created a new record keeping system utilizing Excel

Special Project Manager, MT

June 2001 – Dec 2002

- Created a District Representative Directory

International Sales, MT

July 1997 – June 2001

- Managed 117 bovine embryo and bovine semen export plus 4 live animal exports
- Maintained current semen and embryo production figures with their export status, location and goals

Receptionist, MT.

Mar 1997 – July 1997

- Primary customer service representative

Certifications

- Property and Casualty Insurance License
- Health and Life Insurance License