

Rose Tiedt

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Phone: (920) 770-8232

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## **EXECUTIVE SUMMARY:**

I am a Senior at the University of Green Bay, majoring in English - Creative Writing with a current GPA of 4.0. I am skilled at multitasking, organization, and professional communication. I work very well in stressful situations and am proficient in diffusing upset customers, navigating workplace conflict, and fostering a calm and clean environment in the office.

## **WORK EXPERIENCE:**

**Hobby Lobby** – 803 Pilgrim Way, Suite 10, Green Bay, WI

***Cashier and Retail Worker – Part time***

*July 2020 – August 2022*

- Provide excellent customer service to diverse customers
- Handle cash and credit cards, take payments from customers
- Assigned the most difficult cashier transactions including returns and exchanges
- Ability to work in a fast paced, stressful environment
- Stock shelves, switch advertising signs, and clean store.

**Van Vreedes** – 2180 W Mason St, Green Bay, WI 54303

***Bookkeeper – Part time***

*December 2022 – May 2025*

***Head Bookkeeper – Full time***

*June 2025 – Present*

- Provide excellent customer service to diverse customers
- Handle cash and credit cards, take payments from customers
- Balance Accounts Receivable and organize documents
- Ability to work in a fast paced, stressful environment
- Remember various complex processes

## **HONORS and AWARDS:**

Salutatorian of 2022 High School Class

*May 2022*

Academic Excellence Scholarship

*May 2022*

UWGB Sponsored – Scholarship

*September 2022 and 2023*

Lettered in Academics and Drama - Lamp of Knowledge

*May 2022*

Published in *The Sheepshead Review*

*April 2024 and December 2024*

## **EDUCATION:**

High School Graduate – Salutatorian of the class of 2022

*May, 2022*

*Northeastern Wisconsin Lutheran High School*

GPA: 3.98

Earned 18 college credits during high school

4th year Undergraduate Student – English Creative Writing

*University of Wisconsin - Green Bay*

GPA: 4.0