

Stephanie Grover

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EDUCATION:	University of Wisconsin – River Falls River Falls, Wisconsin <u>Marketing Communications</u> Bachelor of Science, Expected Graduation: May 2008	
EXPERIENCE: May 2007 - Present	Keep in Touch Massage Woodbury, Minnesota <u>Office Assistant</u> <ul style="list-style-type: none"> • Schedule appointments and maintain therapist schedules • Assist clients with their massage needs • Promote the Wellness Program to assist in clients' wellbeing • Assist owner in weekly bookwork 	
November 2005 -Present	Quiznos River Falls, Wisconsin <u>Shift Manager</u> <ul style="list-style-type: none"> • Train employees to serve the customer • Assist owner in carrying out daily operations • Oversee other employee's work and help improve customer relations 	
June 2004 – August 2005	Troy Powers and Associates Duluth, Minnesota <u>Optometric Technician</u> <ul style="list-style-type: none"> • Trained new employees to properly carry out the duties of their position • Set weekly team goals • Assisted doctor in pre-testing procedures to enhance the patients' visit • Approved insurance information for the patient for vision coverage • Encouraged patients to do an optional retinal photograph procedure as a way to improve overall eye health 	
ADDITIONAL EXPERIENCE:	Sales Associate Fashion Bug Hudson, WI 2005-2006 Lifeguard Wrenshall School Wrenshall, MN 2003-2004 Promotions Intern Clear Channel Radio Duluth, MN 2003-2004 Sales Associate Old Navy Duluth, MN 2003-2004 Hostess Junction Oasis Carlton, MN 2002-2003	
VOLUNTEER EXPERIENCE:	KKCB B*105 St. Jude's Radiothon KEYE K102 St. Jude's Radiothon Vacation Bible School	Harold's St. Jude's Golf Fiasco Up `til Dawn Summer Softball Coach
SOFTWARE:	Microsoft Office Adobe Photoshop	

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