

Faith Vander Galien

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920-210-6943

EXPERIENCE

OFFICE ASSISTANT/SAM'S WELL DRILLING

June 2014-Current (Summer Employment Only)

Took on the responsibility of contacting customers with their water well price proposals. Spent time organizing files and information. Assisted in modifying advertising tactics.

GENERAL EMPLOYEE/FALCON CENTER OPERATIONS

November 12, 2016 – May 12 2017

Worked alongside other students to keep school sporting events running smoothly by selling tickets/concessions and directing attendants. Custodial work was also often a priority.

CLERICAL ASSISTANT/BYE, GOFF, & ROHDE LTD.

January 25, 2018 – Present

Was responsible for answering phones as a back-up receptionist. Assisted paralegals and legal assistants with organization of files and sending of letters to clients.

EDUCATION

ENGLISH MAJOR/IN PROGRESS

University of Wisconsin - River Falls

Current GPA: 3.4

Anticipated Graduation Date: May 2020

Currently in my junior year of college, working toward a major in English Professional Writing as well as a minor in Animal Science.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Student council member and captain of the soccer team during senior year of high school.

Volunteered as a teacher's assistant for Vacation Bible School during the summer of 2018.