

Connie Elg

EXPERIENCE

3/2014 – 6/2017 **Nursing Associate** Iowa Lakes Community College Emmetsburg, IA

- Office Associate in the Nursing Department, main duties included: room scheduling, verification of payroll, purchasing supplies, database management, updating student rosters, maintaining student files

Reason for seeking other employment: My position is being terminated as of 6/30/2017.

9/2012 – 3/2014 **Temp** Aventure Staffing Spencer, IA

- Loan Clerk at Northwest Bank - Prep files and make phone calls to verify employment of individuals applying for loans; copy, scan, fax, and file loan information; daily mail distribution; other duties as requested. I also spent three months doing database cleanup with Northwest Bank in the e-Banking Department.

Positions with Aventure Staffing are temporary and sporadic in availability; I was looking for something more permanent.

3/2011 – 12/2012 **Program Assistant** Iowa Lakes RC&D Spencer, IA

- Act as secretary for the Iowa Bed & Breakfast Innkeepers Association, answer 2-line phone, filing, correspondence, banking, coordinate annual membership drive and spring conference, assist with events as needed, database management (membership), petty cash reconciliation, take minutes at board meetings, type up minutes - email to board members and post on website; other duties as requested.

Reason for leaving: The RC&D office closed at the end of 2012.

12/2007 - 9/2010 **Office Manager** Inukshuk Technologies, LLC Spencer, IA

- Design & maintenance of websites for national/international clientele.
- General office manager duties, including: answer phones, filing, banking, accounts payable and receivable, payroll for three employees using QuickBooks Pro software, and scheduling technicians for service calls.

Reason for leaving: Owner sold the business.

EDUCATION

2003 Iowa Lakes Community College Spencer, IA

Associate of Science: Business Administration and Management

- Graduated summa cum laude

COMPETENCIES

- Proficient in the following software programs: Microsoft Office 2010 (Word, Excel, Outlook, PowerPoint, Publisher, Access); Adobe Acrobat Pro, QuickBooks Pro and computerized accounting programs in general.
- Earned Gold Level on the National Career Readiness Certificate (NCRC) test.
- Tested at Iowa Workforce Development office for typing - type 65 wpm.
- Learned the following web design software and programming languages: FrontPage, Expression Web, Macromedia Dreamweaver, PHP, and some Java Script; some programs self-taught, others learned through class training.
- Currently using Windows 10 operating system on computer, but am familiar with other operating systems.

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REFERENCES

Kendra Lindloff – Director of Nursing Education

712-852-5293

Kendra supervised my work from March 20014 – June 2017 when I was the Office Associate for Iowa Lakes Community College, Nursing Program.

Lori Krei – Adjunct Instructor, Iowa Lakes Community College

712-262-9595

I was Lori's immediate supervisor at Choice Technologies upon first moving to Spencer in 1999; we have been co-workers and now friends for the past 17 years.

Sheriffa Jones – Executive Director, Iowa Lakes Resource Conservation & Development (RC&D)

712-262-2083

I did part-time work for Iowa Lakes Resource Conservation & Development (RC&D) as a program assistant, and as secretary for the Iowa Bed & Breakfast Innkeepers Association, Sheriffa was my supervisor there.
