

JOHNNIE G CARLSON
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OBJECTIVE

To find gainfull employment that is both satisfactory to myself, and offers advancement, as well as to find a job with a company I can grow with.

JOB HISTORY/DUTIES

Night Auditor

Whitebirch Inc.
Breezy Point,Mn
Start Date: 3/17/06 End Date: 03/23816
Provided customer service for guests checking in, checking out, or making sure any other need was met, coordinated other departments such as house keeping, security, and shuttle service. Took reservations, did light maintenance on equipment at front desk, including computers, printers, and VING key reader/writers. Did initial audit on daily reciepts for seven resort owned businesses, to be fully audited by accounts recievable. Did daily preperation reports for corporate office, as well as 3 other departments.

Loss Prevention Officer

American Signature Home Furniture
Thomasville,GA
Start Date: 9/1/2002 End Date: 8/15/2004
I was in charge of inspecting inbound and outbound traffic both vehicular and pedestrian, greeting visitors, and insuring secure work facilities for other employees

Placement Specialist

Professional & Temporary Services Inc.
Thomasville,GA
Start Date: 11/1/2001 End Date: 9/1/2002
I was charged with interviewing applicants, checking job history, references, and attempting to find employment for temporary workers. Additionally I was also in charge of finding skilled workers for employers seeking those workers, and coordinating with client management to find the right work force. Conducted on-site inspections to insure quality of work, and handled any necessary disciplinary action for temporary employees.

Temporary

Pro Staff
Minneapolis,MN
Various administrative duties from filing to shipping & handling

AM Board Operator/Announcer

Tower Broadcasting
Brainerd,MN
Engineered live broadcasts for local sporting events, and announced the local news and weather

EDUCATION

Major: Religion, English, Music, Theater
Central Lakes College, MN US

ADDITIONAL SKILLS

I type roughly 90 wpm, have experience with various computer programs, including, but not limited to MS Word, and Excel. I have experience in administrative duties ranging from answering multi-line phone systems to filing. The bulk of my professional experience has been in an office setting.