

Christopher E. Reddit

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WORK EXPERIENCE

Dietary Aide

Gunderson Lutheran Health System, Oakland, CA **November 2012 – Present**

- Responsible to lead a shift of other aides to coordinate and distribute custom meals
- Actively adhered to HIPAA and Hospital requirements for patient privacy and allergen considerations
- Exceeded average delivery time requirements by 22% and reduced wasted product by 31%

Office Administrator

University of Wisconsin, Coldsballs, WI **September 2010 – May 2011**

- Managed daily office functions for the Stout Marketing and Business Education Office
- Selected among a pool of my peers to be the primary contact for all perspective students and school visitors
- Prepared weekly reports for web-driven interest, perspective targets, new applicants
- Paired with multiple department professors to act as liaison between faculty and administration

Night Clerk

Kwik Trip, Inc, Somewhere, USA **October 2008 – May 2013**

- Managed all night-time operations for the convenience and fuel business of a given location
- Conducted daily count of inventory and cash transactions to ensure accurate reporting
- Selected to train and develop new hires

Customer Service Representative

APAC (maybe spell out the acronym if there is one), Somewhere, USA **July 2006 – August 2008**

- Quickly established relationships with customers to assist with their questions and concerns
- Provided daily tracking and status reports to both management and customer-base
- Established myself as an expert and handling discontent and angry customers which lead to a 86% retention rate

EDUCATION

University of Wisconsin – Stout, Stillcoldsballs, WI **May 2012**
Associates of Marketing **GPA: 3.49/4.00**

- Minor in Business administration and Gaming Entertainment Management
- DECA District 1 Conference Coordinator (2011-2012)
- Vice President of Residence Hall Association (2009-2010)
- Student of the Year for Marketing (2008)

SKILLS AND EXPERIENCE

- IC3 Certified
- Media Production & Editing
- Web 2.0 tools
- Google App Development
- iTunes Podcast Published