

Kristen Remaklus  
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#### Objective

To obtain an administrative position in which I can utilize my skills in a management or sales situation.

#### Education

Ivy Tech State College, Lafayette, IN 08/2003-Present  
Pursuing an Associate of Applied Science in Management  
GPA 3.4/4.0  
Anticipated graduation date of May 2005

Purdue University, West Lafayette, IN 08/2001-01/2003

#### Work Experience

Central National Bank & Trust Company 02/2004-Present  
Duties include greeting customers and performing cash transactions such as loan payments, deposits and check cashing. I also train new employees and I am responsible for keeping my drawer stocked and organized

Homestretch Restaurant, Attica, IN 09/1995-01/2004  
Duties included running a register, cooking, cleaning waiting tables, customer service and answering the phone.

Promoted to Restaurant Manager 08/2003-01/2004  
Duties included all listed above and compiling Orders for the restaurant and meeting with sales representatives to place orders. I was in charge of scheduling and employee conflicts. Responsible for customer complaints and handling the situation. Responsible for balancing the register each evening And the bank deposits.

Stylistics Hair Salon 08/2003-12/2003  
Duties included answering phones, booking appointments, store upkeep and customer service.

Customer Service, L.S.Ayres, Lafayette, IN 12/2000-05/2001  
Duties included greeting customers, assisting customers when they were looking for specific items. Balanced the cash registers in the evening and answering the phone to help customers.

#### Honors

Academic Dean's List, Ivy Tech State College (2003-2004)  
Black and Gold Honor Roll, Purdue University (fall 2001-spring 2002)

