

Landon Mueller

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EXPERIENCE

Most Blessed Sacrament | Oshkosh, WI - General Maintenance

May 2020 - Present

- Maintain the business to represent a professional, clean facility.
- Effectively understand the needs & requests from owners/employees.
- Resolve issues and requests in a timely manner.

St. Norbert College | De Pere, WI - SNC Athletic Event Staff

December 2019 - Present

- Deliver a high level of customer service through prompt issue resolution and dynamic attention to detail.
- Monitored facility to verify visitors and personnel adherence to rules and safety procedures to protect customers and reduce liability risks.
- Serve guests with an enthusiastic, helpful demeanor to promote positive, memorable experiences.
- Collaborate with peers to deliver consistent service and promote customer retention.

Tanzania | Oshkosh, WI - Receptionist/General Sales

June 2016 - January 2020

- Met incoming customers with a professional approach and provided friendly, knowledgeable assistance.
- Received incoming packages and mail, dispersed parcels, correspondence, and shipped outgoing items daily.
- Processed payments for products and updated accounts to reflect balance changes.
- Maintained daily calendars, set appointments with clients.
- Trained new employees as they joined the business and answered any questions.

EDUCATION

Saint Norbert College | De Pere, WI

Bachelor of Science Computer Science with an Information System concentration

Minor: Business Administration

Anticipated Graduation: December 2021

SUMMARY

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing a strong work ethic and excellent organizational skills to any setting. Excited to begin a new challenge with a successful team.

SKILLS

Business Operations
Understanding

Programming
Languages: C++,
Assembly, HTML, PHP,
MySQL

Flexible

Detail Oriented

Time Management

ACTIVITIES & CERTIFICATIONS

Microsoft Excel 2016
Introductory
Certification

Microsoft Access 2016
Introductory
Certification

Competing in college
football at St. Norbert
College