**Nathaniel Redington**

Minot, North Dakota 58701

701-721-0632 | ndredington@gmail.com

**EDUCATION**

**Quentin N. Burdick Job Corps-Minot, ND** August 2005- August 2007

* *Certificate,* Business Technology/Office Assistant

Level A - Office Assistant

**Minot Public Schools - Minot, ND** May 2003

* High School Diploma

**WORK EXPERIENCE**

**CW RESOURCES, INC.- MINOT AFB, ND** March 2021- May 2021

*Customer Service Representative*

* Assisted customers and filled orders

**AMC CLASSIC DAKOTA SQUARE 9 - MINOT, ND** April 2011- November 2020

*Ticket Technician*

* Took tickets and directed customers to the designated theater

**SPACE CREATORS** October 2009- October 2010

*Employee*

* Shredded paperwork, scanned and burned documents to DVD format

***VERITY-MINOT, ND*** December 2007-August 2009

*Agent*

* Operated POS system at McDonald’s remotely

**NORTH DAKOTA CENTER FOR PERSONS WITH DISABILITIES - MINOT, ND** Jan. 2007 – February 2007

*Office Administrative Assistant* (6 weeks Professional Work-Based Learning)

* Assisted with mail preparation, logistics and labeling
* Entered data using Excel, PowerPoint, and Word
* Assisted in revising the NDCPD emergency booklet
* Data Transfer Operations

**KXMC NEWS-MINOT, ND** October 2003-June 2005

*Computer Graphics Operator*

* Operated ticker on TV broadcast to tens of thousands of viewers

**Skills**

* 11+ year Customer Service experience
* Skilled in Microsoft Word, Excel, PowerPoint
* Excellent research skills and ability
* Up to date with general latest technology
* Skilled in office setting procedures including filing management
* Experience sorting and distributing confidential documents/information
* Motivated to work and willing to learn

**References**

Berry Seifert

*Mentor*

(480) 433-1300

Reba Berge

*Personal Character Reference*

(612) 708-8651

Courtney Gorze

*VR Counselor*

(701) 857-8652