**Krista Fretheim**

2715 Green Creek Road Cedar Falls, IA (563)379-3990 fretheik@uni.edu

EDUCATION

University of Northern Iowa, Cedar Falls, IA (*Expected Graduation Date: May 2017)*

Bachelor of Arts: Communication Studies, Minor: Public Relations

 Cumulative GPA: 3.5/4.0

Study Abroad: American College of Thessaloniki, Greece *(February-June 2014)*

GPA: 3.85/4.0

WORK EXPERIENCE

 John Deere Product Engineering Center, Cedar Falls, IA

 *Administrative Assistant (October 2015-present)*

* Coordinate details for special events including an annual global conference with 250+ attendants
* Lead monthly virtual meetings with a 25 member global team from India, Germany, China, Spain, and the United States
* Arrange international and domestic travel for a group of 90+ people
* Update and manage access to department websites and online resources in SharePoint

Doughy Joey’s Peetza Joynt, Cedar Falls, IA

*Server and Bartender (March 2015-January 2016)*

* Provided excellent customer service while prioritizing between serving customers both

drinks and full menu at tables and a bar-top, to-go orders, and making drinks for servers

* Utilized effective communication and teamwork with coworkers to ensure all tasks were being completed in a timely manner

Evansdale Chiropractic Clinic, Evansdale, IA

*Assistant (September 2014-present)*

* Interact with patients via phone and in person to schedule appointments
* Assist in maintaining the doctor’s schedule by checking patients in, assigning patients to a room at the correct time, and accounting for payments for 10-30 patients per shift
* Correspond with insurance companies to check patient coverage

ACTIVITIES

* Students Advocating for Voices and Equality Member (*August 2016-present)*
* Culture and Intensive English Program Conversation Partner (*January 2016-May 2016)*