

Paige Anderson

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Objective

- To obtain a full-time position as a Physical Education teacher for the 2019-2020 school year.

Experience

Healthy Hearts Wellness Center: May 2011-August 2011

- Responsible for supervising and cleaning the fitness center. Also, performed secretarial duties and filled inside coffee shop orders.

Gold's Gym-(Bismarck): October 2011-February 2012

- Acted as front desk/receptionist. At this position I was responsible for performing regular secretarial duties and also welcoming and assisting members with questions or memberships.

Nordby Vision Center: May 2012-August 2012

- Secretary/receptionist position. Performed a variety of duties including: appointment scheduling, equipment ordering, filing/faxing, and handling patient insurance. Also, I assisted the ophthalmologist with appointments by conducting the pre-appointment testing.

Valley Sport & Marine: April 2013-October 2013 (Seasonal Position)

- Seasonal position as a secretary/receptionist. During this job I was responsible for any and all secretary duties such as: answering phones, weekly payroll, word processing and excel document work, faxing/ filing, and etc.

Century 21 Morrison Realty: January 2015-Present

- I am currently have my real estate license and have been selling real estate in the Bismarck/Mandan area, employed as an independent contractor through Century 21 Morrison. This profession has done a great job of pushing me outside my comfort zone and teaching me how to perform well under pressure and handle any conflicts that come up.

Watford City High School: January 2019-Present

- I just recently began a position with the Watford City school system. I began this position in January and I am currently teaching a healthy lifestyles course for 6th, 7th, and 8th grades.

Education

Watford City High School 2002-2008

- High School Diploma
- National Honor's Society
- National Honor Roll

Williston State College 2008-2010

- 2 Associate's Degrees-AA & AS
- NJCAA Women's Basketball Honorable Mention All-American
- NJCAA Academic All-American

Minot State University 2010-2011

- Dean's List

University of Mary 2011-2015 & 2017-2018

- Bachelor of Science Degree in Physical Education
 - *Completed Fall 2018.*
- *Dean's List*

North Dakota Association of Realtors: Present

- I am currently an active Realtor in the state of North Dakota after completing and passing all of the required coursework and state and national exams.

Skills

- Team player with excellent organizational, communication and people skills.
- Competitive and energetic attitude and always excited to learn new things.
- Reliable, flexible, hardworking, and responsible.
- Adapt well to new situations and environments and work well with fellow employees.
- Extensive experience in faxing, copying, greeting and directing customers, inventory logging, payroll, and marketing material preparation
- Knows the crucial importance of professionalism and confidentiality.
- Reacts and performs well under pressure.
- Excellent ability to multitask.
- Treats others with respect and consideration regardless of status or position.
- Always strives for the best and will do any and everything that is asked of me and will always follow through on commitments.