Denise Koehnke

920-378-6311

920-375-7589

[cheer\_chic\_n1@yahoo.com](mailto:cheer_chic_n1@yahoo.com)

<https://www.linkedin.com/in/denise-koehnke-a6a924b8/>

Office Manager at OEM Technologies LLC

Kaukauna, Wisconsin, United StatesHospital & Health Carevia LinkedIn

Previous positions

Office Manager at OEM Technologies LLC

Education

Fox Valley Technical College, , IT-Software Development

Background

Summary

As a future journalist I pride myself on my strength in communication. I have the ability to work exceptionally well under pressure, tight deadlines, and in hectic environments. A current student of digital journalism and media at Penn State, I am working hard to learn the educational skills behind journalism and media. I aspire to work for a reputable news broadcasting station. Currently I am seeking an entry level position at a local station to learn new skills and grow my abilities in the field. I am a single mother with a number of volunteer obligations including leading a Girl Scouts troop. I dont shy from challenges and find problem solving energising.

Experience

Certified Nursing Assistant

Appleton Retirement Community

2014 – Present

Resident Assistant, offering help with activities of daily living. Laundry, appointments, assisting with dressing, personal hygiene, reminders, medications, and emotional health (keeping the residents happy)

Office Manager

OEM Technologies LLC

June 2005 – May 2013(7 years 11 months)

Customer Service, Marketing, Appointment setting, Shipping, Receiving, Accounts Payable and Receivable, Errands, Clean up, Project set up, answering phones, and Vendor service.

Education

Fox Valley Technical College

IT-Software Development

2009 – 2013

Fox Valley Technical College

Languages

English

French (not fluent)

Skills & Expertise

Leadership

Volunteering

Prior experience as an office manager 5+yrs

Customer Service

Problem Solving

Certifications

Certified Nursing Assistant

, License

Volunteer Experience & Causes

Teacher aide

St. Peter Lutheran School

August 2014 – Present(5 years 7 months)

I do a little of everything, and whatever is needed. I start off the day as a librarian and filling teacher needs such as putting projects together, grading papers, laminating, testing ect. I read to children and help them pick out books and then I go and help out in a classroom, helping students with their work and helping them stay on task. I also work as a tutor when I am there and I have kinder gardeners that come down and practice reading to me.

Head Cheer Coach

Fox Valley Lutheran High School

December 2011 – April 2015(3 years 4 months)Education

My job was to mentor young girls in the art of competitive cheerleading. I used to describe what I did as living on the edge of can and can not, pulling those that think they can't into knowing that they can and then watching as they do.

Causes DENISE cares about:

Animal Welfare

Children

Education

Environment

Health

Social Services