

Mariah N. Johannsen

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EDUCATION

Iowa State University, College of Liberal Arts and Sciences
Greenlee School of Journalism and Communications
Advertising

Anticipated Graduation May 2021

Des Moines Community College

Career Development Skills, Occupational Experience, Composition 1, and
Intermediate Spanish I & II

Fall 2015- Summer 2017

EXPERIENCE

Receptionist – Mercedes Benz of Des Moines

- Basic Microsoft Office systems
- Communication with advisors and costumers
- Phone etiquette
- Monitoring financial information

Urbandale, IA | May 2017-Present

Office Assistant - Mercedes Benz of Des Moines

- Organization of filing and documents
- Problem solving to create effective systems
- Demonstrate trustworthiness with private costumer information

Urbandale, IA | December 2016 – August 2017

Shift Manager - Menchie's Frozen Yogurt

- Lead team members in daily tasks of operation
- Engage in effective communication with supervisors and employees
- Costumer Service

Altoona, IA | February 2015- May 2017

SKILLS

Canva proficient, ADP experienced, Office 360 experienced, social media experienced, creativity, organization, leadership, adaptability, time management, intrinsically motivated, customer service