

# DOUGLAS WILTGEN

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douglaswiltgen@yahoo.com

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## SUMMARY

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Skilled Cashier with excellent track record in managing professional register operations. Hard-working and diligent team player with strong mathematical and customer service skills. Strong communication and computer abilities.

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## SKILLS

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- Sound judgment
  - Computer-savvy
  - Calm under pressure
  - Customer service mindset
  - Inventory control
  - Mathematical strengths
  - Supervision and training
  - Security monitoring
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## EXPERIENCE

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### OAK STREET STATION

Inwood, Iowa

#### Assistant Manager of the convenient store

07/2015 to Current

Providing customer relations.  
Networking with suppliers through telephone, computer and face to face.  
Opening and closing the store.  
Training employees.  
Ordering and tracking inventory.  
Problem solving computer issues.  
Monitoring the presentation of the store.

### A & I PRODUCTS INC.

Rock Valley, Iowa

#### Receiver/packer

06/2005 to 07/2015

Provided customer service.  
Cleaned, wrapped, and labeled outgoing glass orders.  
Processed orders and performed quality assurance.

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## EDUCATION AND TRAINING

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### BACHELOR OF ARTS: BUSINESS ADMINISTRATION

2008

National American University, Rapid City, South Dakota, U.S.A

Emphasis in financial management

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## COMMUNITY SERVICE

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Audio/Visual Director for Bethlehem Lutheran Church 2016-Current  
Church Sound System 2010-Current  
Volunteer t-ball/baseball coach for the city of Inwood 2013-Current  
Bethlehem Lutheran Senior Choir and Praise Team 2013-Current  
Volunteer youth soccer coach 2010-2014  
Bethlehem Lutheran Board of Properties 2013-2016  
Bethlehem Lutheran Church Council 2007-2008  
Bethlehem Lutheran Church Audit Committee 2001-2003