Ida Grotte

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# Education

##  May 1993 | Dickinson State University

* Major: General Studies
* Related coursework: Human Relations

# Skills & Abilities

* Public Relations
* Computer
* Bookkeeping operational machines
* Creative problem solver
* Exceptional communication skills
* Proficient in cash management
* Credit card processing
* Multi line phone talent
* Strategic sales knowledge
* Paraprofessional certificate of completion
* CPR certified
* CPI certified
* First aide certificate of completion
* Bloodborne pathogen exposure prevention certificate
* Mandated reporters interactive training certificate

# Experience

## Manager | Williston Dollar | August 2020 – May 2021

* Ordering product, merchandizing product, unload product from delivery truck, customer service, cash register/cash handling, bookkeeping and payroll.

## Paraprofessional/Librarian | District 8 | September 2016 – August 2020

* Worked with kindergarten teacher in the classroom. I instructed reading mastery with groups of students. I spent the last two years being the librarian for all students. I checked in and out books, ordered books, organize books using Dewy Decimal System.

## Paraprofessinal | Mcvay Elementary | Janury 2013 – May 2016

* I worked as a 5th and 6th grade Paraprofessional under 3 teachers. I did copies, grade papers, help with art projects, and work individually with students on their work. I instructed reading mastery to groups of students.

## Head Teller | Western cooperative | fall 2006 – winter 2012

* Worked with members on the teller line and trained in new employees. Opened and closed the teller line every day, answered phones, opened savings accounts, prepared and filled cash machines, book work as required, cash handling and money transactions for members.