

Application Form

Profile

Georgie-Ann

First Name

Christoffersen

Last Name

georgie-ann.christoffersen@wellsfargo.com

Email Address

Po box 922

Valdez Mailing Address (PO BOX # or HCI BOX #)

3228 Falcon Ave

Home Address

Suite or Apt

Valdez

City

AL

State

99686

Postal Code

Home: (907) 255-8326

Primary Phone

Business: (907) 835-4745

Alternate Phone

Wells Fargo

Employer

Service Manager

Occupation

Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors

How did you learn about this vacancy? *

☒ City Website

Interests & Experience

Why are you interested in serving on a City of Valdez board or commission?

I would love to give back to the community. I believe that I am in the position to help others and play my part in the development of Valdez. I love this community and whatever it is that I can do to bring a smile on someone's face, that is my objective.

Please outline your education, work, and volunteer experience which will assist you in serving on a City of Valdez board/commission.

I have a Bachelors Degree in Marketing and Minor in Administrative Information Systems. I have been working for Wells Fargo for the past 3 years. I started as a Teller then moved on to the Personal Banker role and now I am a Service Manager. I have worked with Foster Children for a 1 year, helping to organize fundraisers.

[GEORGIE-
_ANN_BURKE_RESUME.pdf](#)

Upload a Resume or Letter of Interest

GEORGIE ANN CHRISTOFFERSEN

P.O. Box 922,

Valdez, Alaska 99686

H: (907) 835-8326

C: (907) 255-8326

W: (907) 835-4745

Email: georgieann_burke@yahoo.com

PROFESSIONAL SUMMARY

- Highly organized and detail-oriented individual with more than 3 years' experience supplying thorough, organized administrative support to executives
- Team player who is able to maintain a positive attitude while interacting with demanding clients and served as the primary point of contact for both in-house and external phone and website queries
- Talented professional with background in marketing and administration with extensive knowledge of Microsoft software
- Quality-focused professional who is committed to approaching all tasks with tenacity and attention to detail

SUMMARY OF QUALIFICATIONS

- | | |
|----------------------------------|----------------------------------|
| • Project planning | • Database management |
| • Works well under pressure | • Critical thinker |
| • Professional phone etiquette | • Articulate and well-spoken |
| • Appointment setting | • Customer service-oriented |
| • Excellent communication skills | • Filing and data archiving |
| • Advanced clerical knowledge | • Flexible |
| | • Accurate and detailed oriented |

EMPLOYMENT HISTORY

03/2015-Present	Personal Banker	Wells Fargo	Valdez, AK
11/2014- 03/2015	Teller	Wells Fargo	Valdez, Ak
05/2013 - 09/2013	Front Desk Attendant	Mountain Sky Hotel	Valdez, AK
05/2012 - 09/2012	Front Desk Attendant	Mountain Sky Hotel	Valdez, AK
01/2008 - 08/2009	Collection Specialist	Mirand Response Systems	Kingston, Jamaica
05/2007 - 01/2008	Administrative Support	Spanish Town Parish Council	Kingston, Jamaica

EDUCATION

BBA: Marketing, University of Technology, Jamaica Kingston, Jamaica
Minor in Administrative Information System Management
Accredited by World Education Services

References available upon request.