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## **Carrie L. Mau**

Ramsey, MN 55303

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For the last 11 years I have been a stay-at-home mom and a part-time small business owner. My children are now older and I am looking to reenter the working world. Some of my strongest qualities are being able to focus, multi-task and learn quickly.

### **Work Experience**

#### **Owner/Operator**

Remnants By Carrie - Ramsey, MN

February 2009 to Present

Own and operate my own resale antiques business and craft business. Sold antiques in both brick and mortar shops as well as online. Create and sell a variety of craft items to sell at shops and craft shows.

Currently I am selling antiques on eBay. Use Facebook and Instagram to support my businesses.

#### **Administrative Assistant/Planning Coordinator**

Carmichael Lynch - Minneapolis, MN

March 1998 - January 2009

Supported the account teams in the Account Management, Planning and New Business departments. Created presentations in Powerpoint, spreadsheets in Excel and documents in Microsoft Word. Booked travel, arranged meetings and managed calendars of executives. Organized and scheduled focus groups and research for the Planning Department. Managed a periodical and subscriptions library. Filled in for the receptionist on occasion.

#### **Department Supervisor**

Barnes & Noble - Edina, MN

1994 to 1998

Worked in 3 different Barnes & Noble stores. Started as a bookseller and section leader (magazines) in Rochester, working as a cashier and in customer service to a culturally diverse clientele. Promoted to a department supervisor (Rochester, Edina and Maple Grove) where I assisted in managing a large and diverse staff as well as organizing and stocking specific departments within the bookstores. A member of the original teams that opened the Rochester and Maple Grove locations as new stores.

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## **Skills**

- Microsoft Word
- Organizational skills
- Microsoft Powerpoint
- Great with people
- Proofreading
- Information research
- Knowledge of Instagram and Facebook
- Writing skills
- Research
- Administrative experience
- Attention to detail
- Social media management
- Blogging
- Customer support
- Microsoft Office
- Photography
- Travel planning
- Google Docs
- Microsoft Outlook