

## Ellen M Feuerhelm

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Leopolis, Wisconsin 54948  
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### PROFESSIONAL SUMMARY

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An organized and highly skilled individual with proven experience in promoting professional and positive public and employee relations. Strong ability to assess situations quickly and accurately. The ability to make wise and rational judgments and manage multiple priorities and responsibilities.

### SKILLS

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|--------------------|---------------|
| ➤ Purchasing       | ➤ 95 WPM      |
| ➤ Inventory        | ➤ Supervision |
| ➤ Payroll          | ➤ Sales       |
| ➤ Customer Service | ➤ Inspection  |
| ➤ Record Keeping   |               |

### WORK EXPERIENCE

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- 9/2017 to 4/2019    **Ho-Chunk Gaming-** Wittenberg, Wisconsin  
EMT Security Officer
- Appropriately assess and adequately provide Emergency Medical Services and care to patrons and employees
  - Transfer care of patients to the responding ambulance service when applicable
  - Obtain and thoroughly record information related to patient's condition and circumstances of emergency.
  - Follow and promote all safety rules and regulations.
- 10/2016 to 12/2017    **Wolf River Media-** Shawano, Wisconsin  
Outside Sales
- Provided clients with estimates of the costs of advertising
  - Maintain assigned accounts and developed new accounts
- 8/2009 to 9/2016    **Theodore Roosevelt Medora Foundation-** Medora, North Dakota  
Scenic Design Manager/Customer Service Representative
- Confer with customers by telephone and in person to provide information about services and events
  - Processed reservations
  - Checked to ensure that appropriate changes were made to resolve any customers' problems.

2/2012 to 5/2016

**MRC Global-** Belfield, North Dakota

Inside Sales Representative/Safety Director

- Maximize gross margin sales through careful analysis during the quote process, sales exceeded 1 million per day for major energy companies such as Hess, Marathon Oil and Conoco Phillips.
- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Enter and maintain purchase orders, customer orders, procurement match and trade discounts as needed
- Arrange and direct delivery and installation of products and equipment.
- Assist in compliance reviews, general risk and other safety assessments to support Health, Safety and Environmental management
- Provide Red Cross and OSHA Instruction
- Maintain relevant HSE logs and documentation

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#### **CERTIFICATIONS, LICENSES, AWARDS**

Red Cross Instruction | OSHA 10 | EMT First Responder | Narcan Training

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#### **EDUCATION**

B.A. University Studies, Dickerson State University  
(Minor in Journalism, English and History)

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#### **ACTIVITIES/VOLUNTEER**

Gresham Fire Department, EMT First Responder	2018 to present
Tigerton American Legion, Secretary	2016 to present
Rotary Club	1998 to 2000
STS Foundation, Host Family	2018 to present