

# Sydney Monn

• Honest • Patient • Optimistic • Easy Going • Driven •

2357 Sherwood Rd, Mounds View, MN, 55112

(763) 647 8986

monn.sydney@gmail.com

[www.linkedin.com/in/sydneymonn/](http://www.linkedin.com/in/sydneymonn/)

## SKILLS & ABILITIES

**Technology Skills:** Proficient in Microsoft Office 365 and Google applications - Word, Excel, Powerpoint, Docs, Slides.

**Project Management Skills:** Initiation, scheduling, planning, training.

**Organization Skills:** Strong communication in writing, customer service, creative endeavors, team building, management.

## ADDITIONAL EXPERIENCE

**Mendota Pet, Shoreview, MN**

May 2017- Nov 2019

*Product Member,*

- Handcraft dog leashes, collars, and bath salts.
- Fast learning and flexibility to changing environments.

**ACT, Coon Rapids, MN**

Sept 2017 - Present

*Proctor*

- Setting up examination rooms, ensuring a suitable testing environment.
- Directing testers to their assigned seats and ensuring testers have their essentials.
- Reading and directing testers when to start and stop each segment.
- Monitoring testers to maintain academic integrity.

## EDUCATION

**Century Community College, White Bear**

Jan 2017 - Dec 2020

*Associate of Arts Degree*

**Metropolitan State University, St. Paul**

March 2021 - Dec 2024

*Bachelor of Technical Communications & Professional Writing, minor in Game Design*

## AWARDS & ACTIVITIES

**Girl Scouts of River Valley**

2002-2010

- Completed Bronze and Silver Award.

**Activities:** Computers, writing, reading, debating, learning, note-taking, communication.