

# PROFESSIONAL RESUME OF **Shawna Lerfald**

## **Administrative Assistant – Mid MN**



1986 Graduate of Cloquet High School, Cloquet MN  
1988 Associate Degree, Accounting and Business Administration, Duluth Business University  
1986-1988 Cloquet Co-op Credit Union- Teller, Cloquet/Duluth MN  
1989-1992 Herbergers- Accounting, St Cloud MN  
1993-2002 Bankers Systems- Administrative, St Cloud MN  
2002-2003 St Cloud Hospital- Administrative, St Cloud, MN  
2003-2006 Structural Buildings- Administrative, Becker/Pequot Lakes MN  
2006-2010 Worth Repeating Consignments- Owner/Operator, Pequot Lakes MN  
2010-2014 Roggenkamp Tax & Accounting Assistant, Pequot Lakes MN  
2014-Present Superior Mechanical- Administrative, Pequot Lakes MN

### **LICENSES HELD**

2010 - Present Notary Public, Minnesota

### **ASSOCIATION INVOLVEMENT**

2014 - Present Associated Builders and Contractors ~ Minnesota Chapter  
2014 - Present Brainerd Lakes Chamber of Commerce  
2014 - Present Builders Association of Minnesota  
2014 - Present Mid-Minnesota Builders Association  
2014 - Present National Association of Home Builders ~ Minnesota Chapter

### **ACHIEVEMENTS**

Superior Mechanical Mid Minnesota Award of Excellence 2016

### **VOLUNTEER WORK**

American Cancer Society  
Meals on Wheels  
Susan G Komen Breast Cancer Foundation

### **REFERENCES:**

**Ian Misenko**, Ferguson  
8188 Industrial Park Road  
Baxter, MN 56425  
Work: 218-330-3580

**Nate Haberman**, First Supply  
18078 State Highway 371  
Brainerd, MN 56401  
Work: 218-829-6910