**Margaret M. Peterson**

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**Objective**: Seeking Employment - I’m considered one of the healthier people in my age group. Older workers have an edge, institutional knowledge and a stable lifestyle with an usually cool head.

I went through the transition of graphics and print to web and internet. Finished my college degree for a career change from *sales* to **business administration**. I’m interested in the personal investment field.

**Summary of Qualifications:**

 \* Research Talents with abilities to establish priorities

 \* Detailed Oriented, writing skills

 \* Create, manage, and apply analyst skills

 \* Numerical calculations and application

 \* Create, manage and apply accounting, statistical, economical, and financial skills

 \* Ability to learn new computer programs

 \* Microsoft office skills

**Education: 14 Certificated On-Line Classes**

Business English, Management & Leadership (Cmpl Aug’20) Arizona State Univ.

Business English, Finance & Economics (Cmpl Sept’20) Arizona State Univ.

Business English, Marketing and Sales (Cmpl Sept’20) Arizona State Univ.

Excel Skills for Business Essentials (Cmpl Aug’20) Macquaire Univ. Sydney AUS

Core Concepts in Accounting – Numbers and People (Cmpl Oct’20) Moscow Univ.

Managerial Accounting Fundamentals (Cmpl Nov’20) Univ. of Virgina

Plagues,Witches,War:The Worlds of Historical Fiction (In process Jan/Feb’21) Univ. of Virgina

Fundamentals of Accounting Specialization (4 Part Series) Ill Univ. 1. Understanding Financial Statements-Company Position (Cmpl Nov’20) 2. Understanding Financial Statements-Company Performance (Cmpl Nov’20) 3. Accounting for Business Decision Making: Measurement and Operational Decisions (Cmpl Dec’20) 4. Accounting for Business Decision Making: Strategy Assessment and Control

(Cmpl Dec’20) Ill U

Int. to Accounting:The Accounting Cycle Specialization -What is Financial Accounting? (Cmpl Feb’21) UCI-Div.of Continuing Edu.

Magic in the Middle Ages (Cmpl Jan’21) Univ. of Louvain-Univ. of Barcelona

America through Foreign Eyes (Cmpl Feb’21) Rice University, TX

**2 Non-Certificated courses:** Indigenous Canada (In process Mar’21) Univ. of Alberta, nada

Philosophy, Science and Religion: Science and Philosophy ( Passed w/o fee - Cmpl Mar’21) Univ. of Edinburgh, UK

**The University of Tampa** Tampa, Florida May 2005

Bachelors of Liberal Studies – Business Administration and Fine Arts

**North Hennepin Community College** May 1999

Associate in the Applied Science - Major in Electronic Publishing/Prepress

Graduate of High Honors

Academic Projects: Computer prepared printable literature

Analyzing quality standards

**Hennepin Technical College** Eden Prairie and Brooklyn Park, MN

Certificate in Printing Program

**Eisenhower High School** Hopkins, Minnesota Graduate of High Honors

**Computer Skills:** Proficient in Computer Software Packages: Microsoft Office (Completed Microsoft Office updated classes FEB’20) Microsoft Online and One Drive - includes Excel Spreadsheets and Word, Access, Power Point System: Windows 7-10 Search Engines: Google - (some Google Docs, newsletters, spreadsheets, slides, forms), Chrome, E Netscape, Foxfire Some design programs: Adobe Illustrator, Adobe Photoshop, Quark, PageMaker, Presswise, Inposition, Preflight Social Network Programs: Facebook, Linked In. Investment Programs: Scottrade, Ameritrade Other Computer Accessory Units: Android (Phone) and Nook with APP’s

**Employment/Volunteer Experience:**

Election Judge **City of New Hope** 2018-present

 Working at the city elections. One day this year left – Nov 3rd!

Seasonal Cashier **Target Stores**  2018-Jan 2019

 Evening Cashier, Self checkouts, Assisting Customers

President **Marjem Estdu Consulting, Inc.**  2007- 2018 (self employed)

Volunteer **Armstrong High School** 2014 – 2018

Volunteer **Good Shepherd - Catholic School/Church** 2005-2020

Acc. Executive **Illusion Graphics New Hope, MN** 1994-97

 Sold created promotional presentations and literature

 Business Duties: Prepared and presented written

 estimated projects, analyze project costing for invoicing.

Sales Rep. **Ambassador Press Golden Valley, MN** 1995-97

 Contacted existing and opened new printing accounts

 Business Duties: Prepared and presented written estimated projects,

 Analyze project costing for invoicing.

Sales Rep. **Meyers Printing Brooklyn Park, MN** 1986-95

 Sold printing, litho and label - coordinated product production

 Business Duties: Apply and analyze projections to sales and expenses,

 Analyze inventory usage for special projects.

Owner **ADI (Art Direction Inc. of the Twin Cities) Edina, MN** 1987-94

 Board member and sales representative

 Business Duties: Prepared and presented written estimated creative

 projects, analyze project costing for invoicing, analyze financial

 statements, attend board planning meetings.

Sales Rep. **Viking Press, Inc. Edina, MN** 1973-86

 Sold Printing, estimating, job planning, executive administrative assistant,

 Customer service, clerical with some data entry, train in personnel

 Business Duties: Prepared and presented written estimated projects,

 analyze projects, costing for invoicing, analyze financial statements of a

 subsidiary company, **Mailtown Inc.,** trained in new staff members,

 forecasting projects

**Awards Received:**

CTM - Toastmaster Minneapolis, MN

**Community Involvement:**

Job Club – Careerforce of Minnesota (2019-2020)

SNAP Fitness ((20018-20)

Good Shepherd Catholic Womens Luncheon’s (2007-2018) (member and coordinator)

MSTC (Mixed Social Tennis Club) 1991-01, 2014-20 (public relations director, member)

Junior League of Minnesota 1986-89 (activity coordinator)

Minneapolis Preserve – Walking Tours 2016-2017 (walking coordinator)

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