

# Astrid Roggenbuck

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## Work Experience

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### **Front Desk Associate**

adidas Sports Base-Berlin

October 2020 to August 2024

Front desk agent, checking in members, signing up of new members, data entry, assisting the coaches, opening and closing of facility, cleanliness of bathrooms and showers, at Berlin's hottest functional fitness gym

### **Project Manager**

The Greenhouse-Berlin

January 2017 to January 2020

Project manager, starting a new literary magazine, proficient at Word, Excel and PowerPoint, training in of interns, at Berlin's premier art house

### **Customer Service**

speakeasy Berlin-Berlin

March 2014 to January 2017

Customer care, SEO, social media, apartment rentals at Berlin's most popular language school

### **IT Manager**

Magix-Dresden

September 2008 to February 2014

IT manager at Germany's most popular audio/visual software company

### **Guest Services Manager**

Conservatory of Flowers-San Francisco, CA

March 2005 to May 2008

Guest Services Manager at San Francisco's most beloved Victorian greenhouse and botanical garden

### **Manager**

Lagoon Cinema and Uptown Theatre-Minneapolis, MN

October 1996 to March 2005

Manager, projectionist, cashier, ticket taker, petty cash reports, concession and janitorial ordering and stocking, payroll, training new hires, counting and depositing money at Minneapolis' trendiest art house cinema

## Education

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### **Bachelor's degree in Cultural Studies**

University of Minnesota-Twin Cities - Minneapolis-Saint Paul, MN

September 1996 to June 2001

## Skills

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- Creativity
- Customer service
- Management
- Internal audits
- Trustworthy
- Loyal
- Honest
- Guest Services
- Front Desk
- Cash Handling
- Microsoft Office
- Administrative Experience
- Project Management
- Phone Etiquette
- Search Engine Optimization (SEO)

## Additional Information

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Personal trainer license