

KRISTIN

Objective: To obtain a position as a receptionist/ office clerk in which I can utilize my skills and knowledge from previous experiences to make a positive contribution to an organization.

Skills:

- * Knowledgeable and proficient in Microsoft Office (Word, Excel, and Powerpoint)
- * Filing, copying, collating, scanning
- * Excellent organizational and customer service skills

Work Experience:

- Heartland Homecare Services
Clerical Assistant January 2017 – Present
- Lawrence Public Schools
Receptionist February 2016 – May 2016
- Lawrence Workforce Center
Front Desk Assistant October 2015 – March 2016
- Lawrence Memorial Hospital – OB/GYN
Receptionist November 2015 – February 2016
- Lawrence Memorial Hospital – Emergency Room
Receptionist September 2015 – November 2015
- Lawrence Memorial Hospital – Pharmacy Department
Receptionist September 2015 – November 2015

Education:

Project SEARCH – May 2016 graduate
Free State High School/ C-Tran – May 2014 graduate

Volunteer Experience:

KU Audio Reader – August 2014 – November 2018

***References Available Upon Request**