

DIRECTV HR RECRUITER/ ADMINISTRATION

Summary

My goal is to obtain a position where I can utilize and enhance my education and skills.

Highlights

- Excellent communication skills
- Self-directed
- Accurate and detailed
- **Certified in Basic Life Support (BLS)**
- **Electrocardiography Certification (EKG)**
- Independent worker
- Strong organizational skills
- Energetic work attitude
- Courteous demeanor

Accomplishments

Recognized by peers and management for going above and beyond normal job functions.

Was named top leader while working at Alexander Dawson College Bound

Quality Assurance

- Ensured quality of