

TEYANNA CORREDOR

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SKILLS & QUALIFICATIONS

- Microsoft Office Suite Programs
- Customer Service
- Team Leader
- Executive Assistant
- Office Administration
- Organization
- Office Management
- Event Planning & Scheduling
- Data Entry
- Recruiter
- Book Keeping
- Clerical Support

PROFESSIONAL EXPERIENCE

Modern Woodmen Fraternal Financial

November 2012- Present

Executive Assistant

Greenwood, IN

- Communicate daily with clients
- Prepare Regional meetings/reports
- Assist with recruiting potential candidates for company
- Schedule meetings and manage calendar for Regional Director
- Manage daily operation of CRM database
- Assist Financial Representatives
- Book keeping
- Order all supplies for the office

Turpen Preservation

July 2012- November 2012

Office Manager

Indianapolis, IN

- Manage overall office
- Customer Service
- Data Entry
- Email & Answer phones

Digital Technology Inc.

October 2009-July 2012

Medical Records Clerk

Indianapolis, IN

- Recorded and filed patient data and medical records
- Carefully reviewed Medical records for accuracy and completion

EDUCATION

Warren Central High School 2004-2008