

Mentor Network Mentor Network Fitchburg, WI Committed to improvement of the company by contributing with strong communication and organizational skills. Experience in front line and customer service support. Organized, hard-working, highly self-motivated, friendly and outgoing person with strong knowledge of office and administrative software. Work Experience Mentor Network Madison, WI October 2013 to Present Direct Support Help clients with the activities of daily living Maintain a specialized image and show commitment to individual care Support the clients in understanding their needs and requirements regarding their care Administrator Unity-Point Health Merieter - Madison, WI June 2017 to August 2017 Created and update excel spreadsheets.

Answer phones Maintain accurate and current patient file Cashier Northwest Hospital Caf , Amarillo, WI January 2012 to May 2013 Assisted in stocking shelves, rotating merchandise and marking prices Resolved customer complaints in a proactive manner Preserved knowledge of store inventory and sales activities Education Associate of Applied Science degree in Administrative Professional Madison Area Technical College - Madison, WI May 2017 Skills Excel, Microsoft excel, Microsoft outlook, Outlook, Microsoft powerpoint Additional Information Computer Skills Microsoft Outlook Microsoft Excel Microsoft Word Microsoft PowerPoint

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