

Database Administrator Database Administrator Database Administrator - Waukegan Hearing Aid Center Winthrop Harbor, IL Work Experience Database Administrator Waukegan Hearing Aid Center - Waukegan, IL 2008 to Present Receive payments from customers. Responsible for answering and referring all incoming calls on a multi-line phone system. Greet visitors and provide them with general information and directions. File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order. Maintain a solid customer relationship by handling their questions and concerns with speed and professionalism. In charge of completing and sending insurance forms to customers' insurance companies. Receptionist Libertyville Buick Pontiac GMC - Libertyville, IL 2007 to 2008 Cashier Process, maintain, compile, and report customer information to company standards. Performing routine office support functions such as filing (alphabetically and numeric), copies, faxes, and data entry. Greet visitors and provide information regarding activities conducted at establishment, location of departments and employees within organization. Responsible for answering, screening and referring all incoming calls on a multi-line phone system. Receive payments from customers/employees and accurately record the amount received. Education Diploma in General Studies Round Lake High School June 2006 A.A College of Lake County Additional Information SKILLS ? Proficient in English & Basic in Spanish ? Energetic, self motivated and dependable. ? Excellent telephone, oral and written communication skills. ? Strong organizational skills, time management and negotiating skills. ? Detail oriented, team player and can handle multiple tasks in a timely manner. ? Cash handling experience. PROFESSIONAL

Name: Emily Wolfe

Email: ericclark@example.com

Phone: 305.888.1591x1578