**KAYLA CASAGRANDE**

Portland, OR 97202 503-869-6126 [kaylacasagrande@hotmail.com](mailto:kaylacasagrande@hotmail.com)

**Objective:** I am a very friendly and organized person and am looking for an administrative or data entry position.

**Education**

*Accelerated Accounting Certificate, March 2012*

Portland Community College, Portland, OR

**Related Professional Experience**

Harris Transportation, Portland, OR *Billing Specialist, 2012*

* Two week temporary position through Accounting Connections
* Scan paperwork from nightly deliveries, enter/correct any missing information
* Review and process customer accounts

Sanderson Safety Supplies, Portland, OR *Reception/Phone Operator, 2012*

* Three month temporary position through Accounting Connections
* Answer and direct 200 calls/day on a five-line phone system
* File and maintain invoices using alpha numerical filing

Evergreen Prosthetics and Orthotics, Portland, OR *Receptionist/Admin., 2012*

* One month temporary position
* Answer telephones, greet customers and provide excellent customer service
* Schedule appointments, and coordinate schedules for multiple practitioners
* Use of general office equipment, i.e., fax machine, copier, printer, etc
* Verify eligibility and benefits of insurance

Safeway, Inc., Portland, OR *Starbucks Barista, 2007- 2010*

* AST Certified; trained as Assistant Manager
* Train workers in food preparation, and in service, sanitation, and safety procedures
* Assign employees to specific duties
* Order, receive, or stock supplies or retail products

Paradise Ultrasound, Paradise, CA *Receptionist, 2004- 2007*

* Answer telephones, direct calls, and take messages
* Schedule appointments, and maintain and update appointment calendars
* File and maintain records
* Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations