

|  |  |
| --- | --- |
|  | 🞂Sonja England  2600 Gable Rd #6 Saint Helens, OR  Phone: 503-410-1230  E-mail: Sonja.england@yahoo.com |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Objectives  To obtain a career where I can utilize my skills and experience as a receptionist.  Education  Associate of Arts Health Care Administration Billing and Coding (10/24/2010)  **Massage Therapy** (09/2004)  **High School Diploma** (06/2003)  Experience  Lead Massage Therapist Diamond Hill Spa October 2008 – January 2009  Bookkeeping, supervising employees, massaging clients, customer service, cash handling, data entry, sales, booking appointments, and training employees.  **Lead Massage Therapist** Spa Prima February 2006 – October 2008  Bookkeeping, answering phones, cash handling, data entry, filing, training employees, sales, massaging clients, and booking appointments.  **Customer Service** Antioch November 2005 – February 2006  Collected payments, data entry, and retrieved accurate insurance information.  **Data Entry** Pierce Pacific February 2005 – September 2005  Data Entry, input time cards, inventory, shipping and receiving, and filing.  Skills   |  |  | | --- | --- | | * Data Entry * 10 Key * 40 WPM * Customer Service * Sales | * Multiple Phone lines * Bookkeeping * Cash Handling * Filing |   **References**  Kim Sarros 925-408-8984 Retail Manager  Shelby White 925-420-4575 Spa Manager |