|  |  |  |  |
| --- | --- | --- | --- |
| 800 SE 36th Terr., Topeka, Kansas 66605•(785)249-6297•driven2change24@yahoo.com | | | |
| Amber Track-Moore | | | |
| Objective | | | |
| To obtain a position with an organization that will allow me to use my customer service and communication skills to act as an ambassador. A company that has room for growth and who understands their customer is not just a customer, but their future and a way to further their business. | | | |
| Experience | | | |
| *October 2007 - Current* | | *Newcomer Funeral Service Group* | *Topeka, Kansas* |
| Administrative Assistant/Assistant Funeral Director  * Assist Funeral Directors with; preparing death certificates, submitting obituaries, obtaining military honors, contacting insurance companies to start claims for families * Work with families to prepare memorial folders and Life Story DVDs * Assure accuracy of contracts and reports for the home office | | | |
|  | | | |
| *2009-Current* | | *Lane Bryant* | *Topeka, Kansas* |
| Part-Time Key Manager  * Oversee the operations, meet daily sales goals and train new employees * Assure accuracy of company monies * Assist customers with their clothing needs | | | |
|  | | | |
| *2006-2007* | | *Choice Solutions, LLC.* | *Overland Park, Kansas* |
| Dispatch Coordinator  * Receive incoming customer calls, assess their needs and dispatch the proper computer engineer * Maintain multiple professional level schedules * Train customer’s employees on new phone system | | | |
|  | | | |
| *2001-2007* | | *Stormont-Vail Healthcare* | *Topeka, Kansas* |
| Registrar  * Coordinate with doctor’s offices to schedule patients for diagnostic mammograms * Relay test result from routine mammograms to patients when recommended for follow-up * Prepare routine mammogram films for the radiologist to read | | | |
| Education | | | |
| *1995-1997* | *Highland Community College* | | *Highland, Kansas* |
| Two years studying MircoComputer Application  * Received a Business Scholarship * Offered another Business Scholarship recently, but unable to accept due to my current full-time job and unable to relocate back to Highland. | | | |
| References | | | |
| References are available on request or can be found on LinkedIn. | | | |