

CHARISSA M. BEATY

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435-841-4562
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Skills

- Customer and Personal Service
- Active Listening
- Time Management
- Active Listening
- Critical Thinking
- Service Orientation
- Judgement and Decision Making
- Entry-level Web Development
- HTML
- CSS
- Bootstrap
- JavaScript

Professional Experience

Receptionist

May 2017 - April 2018

Countryside Animal Clinic - Tooele, Utah

Responsibilities include scheduling appointments, answering the telephone, setting up new clients and patients, preparation and maintenance of medical records, admitting and discharging patients, filling some prescriptions, over the counter sales, mailings, computer operation, financial transactions, filing, and front office and reception area maintenance.

Paraprofessional

February 2016 – May 2017

Excelsior Academy – Erda, Utah

Assist teachers in the classroom, supervise students outside of the classroom, or provide administrative support for teaching. Responsible for filling teaching positions and supplementing regular classroom curriculum with additional enrichment activities for students.

Teller

June 2014 – December 2015

America First Credit Union – Tooele, Utah

Responsible for providing a variety of paying and receiving functions. Balanced each day's transactions and verified cash totals. Assisted members with bookkeeping and account problems. Performed various clerical and receptionist functions and served members promptly and professionally.

Education

General Education

June 2008

Tooele High School – Tooele, Utah, US

Associate of Science : Biology/Zoology

December 2011

Southern Utah University – Cedar City, Utah, US

Certificate

U of U Professional Ed. Coding Bootcamp - Sandy, Utah , US

August 2019-Present