Donella K. Bates

165 South Street, Unit 20

Vernon, CT 06066

T 860 680 2089

F 860 586 8467

Khristyke@yahoo.com

Profile

Ambitious student that is an active, responsible person and computer literate, loves socializing with people, very passionate and delivered to her work, likes being responsible, collaborates and makes a good team.

OBJECTIVE

Seeking a position in an office environment, where there is a need for a variety of office management tasks including – computer knowledge, organizational abilities, business intelligence and database program use

Experience

Receptionist/Security Guard, SecurAmerica Security (The Hartford) — 2007 - 2009

Answer phone and transfer calls to the appropriate employees. Handled questions about the business or offered brochures with business information. Occasional filling, bookkeeping and scheduling. Operated the switchboard by answering calls, taking messages and providing information when the building is closed.

Security Guard, Securitas Security (The Hartford) — 2006 - 2007

Patrolled premises to prevent and detect signs of intrusion. Monitor and authorized entrance and departure of employees and visitors. Answered alarms and investigate disturbances.

Dispatcher, SOLV IT INC – 2006 - 2006

Receives, records, and distributes work orders to service crews upon requests for maintenance service or repair work from various households. Receives and handles verbal and written orders from households requesting maintenance service or repair work and relays requests to appropriate maintenance section.

Receptionist, First Baptist Church— 2005 - 2006

Answer questions, answer phone calls, help out with Sunday school children, light office work, filing paper work and copying any needed documentations, taking messasges.

Cashier, Dunkin Donuts — 2004 - 2005

Greet customers entering establishments. Enters purchases into cash register to calculate total purchase price. Counts money, gives change and issues receipt for funds received. Train new cashiers.

Education

Goodwin Community College, East Hartford, CT - Associate of Science in Medical Assisting

Tunxis Community College, Farmington, CT — Social Worker

Conard High School, West Hartford, CT - 2006

Skills

CPR Certification, Security guard License. Medi Soft Certification

Typing Skills, computer programming, problem solving, communication skills, planning and organization skills.

Reference

Available upon request.