

Janelle Duran

Orlando, FL

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Authorized to work in the US for any employer

WORK EXPERIENCE

Front Desk Receptionist

Vision Eye Gallery - Orlando, FL -

2016-07 - Present

Responsible for managing the office, answering phones, communicating with insurances and labs, pulling authorizations, and submitting to insurance, maintaining a clean work environment, pretesting patients, preparing files, data entry

Sales Associate

Things Remembered - Orlando, FL -

2015-08 - 2016-12

Meeting sales goals, answering phones, engraving, assisting customers with purchases, opening and closing the store and maintaining inventory.

Front Desk Receptionist

V & L Tire Services - Orlando, FL -

2011-09 - 2015-08

Responsible for data entry, dispatching, communicating directly with vendors, inventory, answering phone calls, ordering inventory online, cash handling, invoicing

EDUCATION

High school or equivalent

Colonial High School

SKILLS

Microsoft Office, Customer Service, Inventory, Insurance Verification, Sales, Typing