Betty Butler

Los Angeles, CA bettyjeanbutler9_3ko@indeedemail.com 7472497282

Adept at working in a professional business environment. Driven to maintain ethical standards while providing top-notch assistance to overseers and colleagues.

#readytowork

Authorized to work in the US for any employer

Work Experience

Title Processor

Diamond Resorts Int'l - Las Vegas, NV January 2017 to January 2018

In-bound/Out-bound calls, conveying contract information & obligations according to company standards, viewing, and prepping deeds, other clerical duties.

Receptionist

Millennium Health Centers - Encino, CA September 2015 to September 2016

In-bound/Out-bound calls Preparing/Processing orders and prescriptions

Place and receive orders/shipments on medical, office, and supplement inventory Order labs Digital and manual filing

Prepare and maintain charts Process new patient in-take Prepare/deliver specimen for blood work/urine culture

Other clerical responsibilities

Temp

AppleOne, OfficeTeam, Etc. - Multiple May 2011 to July 2015

Inbound/Outbound calls Data Entry Processed digital and manual payments. Some remote work as well.

Customer Service

AT&T - Las Vegas, NV November 2009 to October 2010

Key holder Cash handling and daily deposit Product demos Travel Inbound/Outbound calls Contracts Instore product launches

Retail Sales Consultant

Sears Roebuck - Paradise, NV May 2008 to October 2010 Customer Service Handling register Daily inventory Product demos Meet quarterly sales quota Greet customers Product research

Office Assistant

After school All-Stars - Las Vegas, NV June 2007 to September 2007

Data Entry Faxing Filing Copying Answer multiple phone lines and record accurate messages Assist with event planning Screened visitors and directed them to the correct employee or office Maintained a clean area

Distribute employee notices and mail Travel

Education

Bachelor's in Business management

University of Phoenix-Online Campus - Remote August 2016 to May 2020

High school or equivalent in Music

Las Vegas Academy Of Int'L Studies Performing And - Las Vegas, NV August 2006 to May 2010

Additional Information

Exceptional telephone etiquette

Writing and editing

Conflict resolution

Pleasant demeanor

Computer-savvy

Appointment setting

Fast and eager learner

Works well under pressure

Dependable

Time management

Detail oriented

Hard working

Flexible

Compassionate

Articulate and well-spoken

Team player

Customer service-oriented

Professional

Invoice processing