

015-003-0709

OBJECTIVE To obtain a position that will thoroughly utilize my skills and be a challenge.

SKILLS

- Word processing using Excel, Word, and MS Works (25 wpm)
- Customer service
- Multi-tasking
- Group / team organization

EXPERIENCE **Telemarketing Manager**, January 2001 - Present

Miracle Ear, Madison, WI

- Payroll preparation
- Network management
- Leads management
- Incoming calls
- Events organization
- Advertising consulting
- Scheduling

Purchasing Agent, June 2000 - December 2000

Quarra Stone Co., Madison, WI

- Shop purchasing
- Tracking and shipping assistance
- Floor communication

Accounts Payable Clerk, April 1999 - June 2000

Century 21 Affiliated / Jackson Hewitt Tax Service, Madison, WI

- Data entry
- Accounts payable
- Payroll preparation
- Telecommunications

EDUCATION *Madison Area Technical College*, Madison, WI

- Technical Welding Degree, May 2000
- One year of coursework toward Liberal Studies Associate Degree.

INTERESTS

- Group activities & sports
- Volunteer work
- Computers
- Photography
- Outdoor activities
- Running