**Objective/Profile/Summary**

To obtain a position with XYZ Company as Job Title that offers challenge and growth with the possibility of a career path in partnership with XYZ that will enhance their business growth potential

**Skills**

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| * Strong work Ethics
 | * Learns Quickly
 | * Microsoft Office
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| * 45WPM
 | * Reliable
 | * Multi line phones
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| * Accounting
 | * QuickBooks Pro
 | * Medical Mgr Software
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**Experience**

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| 2009-2010 | Delta Wireless | Sacramento, CA |
| Field Programmer* Assisted in coordinating scheduling, programming, billing and documentation for the Sprint/Nextel project called Rebanding.
* Distributed equipment and supervised a crew of six installers
* Flashing and programming two-way radios
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| 2008-2009 | Intel | Folsom, CA |
| Computer Technician* Product platform testing, flashing, debugging
* Customer Service tickets for Intel employees
* Received awards for flawless execution of customers service requests
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| 2007-2008 | Bon Appetite/Intel | Folsom, CA |
| Cook/Cashier* Food prep/ cooking set menu in a timely manner to serve Intel employees breakfast/lunch hours
* Catering for meetings and special events within the Intel community
* Front house cashier, stocking coolers, ordering supplies, training new co-workers
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| 2000-2002 | Bay Area Credit Services/ American Medical  | Antioch, CA |
| Collections Agent/ Customer Service Rep* Using a multi-line phone system, inbound and outbound calls to collect debts by phone for past due ambulance transport bills
* Collecting insurance information for billing, and taking payments by phone by check or credit card
* Negotiating amounts with patients in order to collect the entire debt and close account
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| Education |
| 2016 | Brentwood Adult School | Folsom, CA |