**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**

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

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | | | |
|  | | | |
| 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 | | | |
|  | | | |
| 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 | | | |
|  | | | |
| 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 | | | |
| Education | | | |
| 2016 | Brentwood Adult School | | Folsom, CA |