



ANGELA HARRELSON

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Summary

Hello my name is Angela im customer-oriented with 3+ years in customer service with careful attention to detail and strong follow-through. Good organizational skills and problem-solving abilities, multi tasker and a a great candidate for keeping a close eye on certain things.

Skills

- Skilled multi-tasker
- Organization
- Issue and conflict resolution
- Office supply management
- Data entry
- Accounts payable and receivable
- Patient observation
- Records management
- Records maintenance
- General housekeeping ability
- Performing patient intakes
- Medical terminology knowledge

Experience

Public Storage | Littleton, CO

Property Manager

12/2019 - 06/2021

- Managed day-to-day activities involving tenants, subcontractors and property management.
- Answered calls and responded to inquiries from various parties, using strong active listening and open-ended questioning skills to resolve problems.
- Collected and maintained careful records of rental payments.
- Inspected grounds, facilities and equipment to determine repair and maintenance needs.
- Showed tenants around properties, highlighting features and redirecting concerns to capture interest.
- Abstracted leases and entered pertinent information into [System] management system.

Prestige Auto & Detailing | Pueblo, CO

Office Administrator

04/2015 - 08/2018

- Interacted professionally with customers and inside personnel, answering questions and responding to phone and email inquiries.
- Maintained company accounting records by entering accounts payable, accounts receivable, invoices and expense reimbursements.
- Replenished office supplies, placing new orders for restocking to maintain inventory.
- Assessed employee performance and capabilities, addressing uncovered weaknesses to promote staff growth.
- Documented orders, daily activities, weekly schedules and team performance.
- Recruited, hired and trained new employees, including monitoring and review of individual performance.

Accolade Living Centers | Pueblo, CO

Qualified Medication Administration

- Maintained medication stock and performed cleaning of patient rooms and equipment.

Personel

01/2016 - 04/2017

- Assessed patient needs in response to medications.
- Observed patient vital signs and medication reactions and reported health concerns or behavioral changes.
- Organized and administered medications on schedules to alleviate symptoms and improve quality of life.
- Monitored client behaviors and emotional states, reporting concerns to case manager and documenting information in files.

Education and Training

Pueblo Community College | Pueblo, CO

High School Diploma

05/2014