

Angelica Nolen

Receptionist

Saint Paul, MN 55104

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612-814-9592

To find a rewarding position using my exceptional customer service skills.

Work Experience

Receptionist

Weekend Cleaners

2015 to 2018

Demonstrated ability to deal effectively with phone and email inquiries

Able to maintain an organized reception area

Proven record of answering/forwarding calls and taking messages

Answered all incoming calls and handled caller's inquiries

Responsible for general office duties such as filing, faxing, copying

Babysitter

Jessica Noreen

2013 to 2015

Managed and oversaw children's activity in absence of parents.

Designed creative games and activities to keep children engaged.

Prepared meals to ensure children ate fully and on time.

Escorted children on outings to parks and lakes.

Maintained a safe and healthy environment for children in all respects.

Education

Eastview Highschool

2013 to 2016