

# Breunka Lark

## Filing and Data entry - Best Western Capitol Ridge

Saint Paul, MN

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I am interested in a Clerical, Administrative, or Call Center position but I do have experience in Food Service, Customer Service, Specialty Retail, Housekeeping, and Security Guard.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Filing and Data entry**

Best Western Capitol Ridge - 2015 to Present

2015-2015

- Politely assisted customers in person and via phone
- Maintained a clean reception area including surrounding areas
- Assisted in event planning
- Answered and quickly redirected calls
- Maintained high call volume with tact and professionalism
- General Office work
- Filing and Data entry

#### **Personal Care Assistant**

Best Home Care North - Saint Paul, MN - 2013 to Present

- Assisted clients with bathing, oral hygiene, grooming and feeding
- Maintained a clean, healthy and safe environment
- Cooked healthy and nutritional meals
- Scheduled and accompanied clients to medical appointments
- Helped patients move in and out of bed

#### **Security Guard**

City of Saint Paul - Roseville, MN - 2011 to 2012

- Monitored and authorized entrance and departure of vehicles, cargo trucks, and visitors
- Secured all doors in the main building and before and after hours
- Screened all visitors including employees for weapons and contraband
- Detected suspicious activities and watched for criminal acts and rule infractions

#### **Administrative Assistant, Receptionist**

City of Saint Paul - Saint Paul, MN - 2005 to 2012

- Politely assisted customers in person and via phone
- Maintained a clean reception area including surrounding areas
- Assisted in event planning
- Answered and quickly redirected calls
- Maintained high call volume with tact and professionalism
- General Office work
- Filing and Data entry

## EDUCATION

### **GED in education**

Ronald Hubbs Center

## CERTIFICATIONS

### **CPR**

September 2016

## ADDITIONAL INFORMATION

- Professional phone etiquette
- Excellent communication skills
- Flexible and Adaptable
- Leadership abilities
- Clerical knowledge
- Filing and Data archiving
- Cash register operations
- Type 35 wpm