

Jessica Walker
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Professional Summary:

Professional secretary with a varied background, knowledgeable in office management, proficient understanding of popular computer software, and other office equipment. Excellent customer service, with strong attention to detail and organization.

Highlights:

- Well organized and hardworking.
- Typing speed of 85 WPM.
- Very knowledgeable with Quickbooks.
- Website management skills.
- Quick learner.
- Pleasant and friendly demeanor.
- Strong customer service skills.
- Great work ethics.

Work Experience:

April 2012 - Current - National Balsa
Ware, MA - Office Manager

-Duties include but not limited to, managing all outgoing and incoming telephone calls, respond to customer emails, assist customers with placing orders, shipping, invoicing, A/P - A/R, payroll, etc.

Education:

I graduated in 2009 from Pathfinder VTHS health occupations program. I graduated with my CNA certificate, home health aide certificate, and have knowledge of medical coding and billing.

Excellent References available upon request.