

Karan Yanz

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Since June I have been working as a temp in Receptionist, customer service, administrative clerical work. I am look for full time permanent work.

Authorized to work in the US for any employer

Work Experience

Scheduler

Panorama physical therapy - Golden, CO

June 2019 to March 2020

Incoming calls ,working on dual screens scheduling appointments changing appointments ,reports to supervisor

Administrative Assistant

Ctps - Golden, CO

May 2016 to March 2019

Data entry, weekly payroll, safety reports , orientation for new employees ,complete inbound complaints, Input inventory data into JD Edwards, order office supplies, weekly and monthly reports.

Customer Service Representative

Home advisor - Golden, CO

May 2016 to February 2017

In coming calls from contractors updating contractors profile taking payments changing work area of contractors.,complaints ,projects as assign

Receptionist front desk

Jefferson Center for mental health - Lakewood, CO

May 2015 to May 2016

Front desk receptionist , maintaining doctors calendar , assisting clients with needs to chart,upkeep of client files , distributing of mail ,ordering supplies, monthly reports.

Barista/CashierBarista

Starbucks - Wheat Ridge, CO

April 2008 to May 2015

Part-time /Fulltime Taking orders, working drive-through window, cleaning , stocking , making of drinks .

Support Staff Specialist

Jefferson county - Golden, CO

May 2007 to January 2013

Front desk receptionist, Incoming of calls, fingerprinting ,court report's, ordered supplies /business cards , up-to-date department organizational chart. runs to court house/departments, weekly and monthly reports, to supervisors / director, maintained department fleet, distributing of Mail , trouble shot copiers,fax machines other assignments as needed.

Education

High school diploma in General Studies

Athens High School - Athens, OH
September 1971 to June 1975

Some college

Skills

- Customer Service Skills , receptionist (10+ years)
- outlook (8 years)
- microsoft office (8 years)
- organizational skills (10+ years)
- Administrative Assistant (8 years)
- Receptionist (10+ years)
- Customer Service
- Typing
- Word
- Microsoft Excel
- Front Desk
- Payroll
- Data Entry
- MS Office
- Excel
- Billing
- Accounts Payable
- Filing
- Food Service
- Scheduling
- JD Edwards
- Barista Experience
- Office Management
- Accounts Receivable
- Time management
- Administrative experience

Certifications and Licenses

Driver's License