

Karen Knabe

6520 West 73rd Avenue
Arvada, Co 80003
Taquchi09@aol.com
Home Phone (303) 432-3764
Cell Phone (303) 907-4431

OBJECTIVE: A challenging position for an organization, which utilizes my background, organizational abilities and effective communication skills.

QUALIFICATIONS

Progressive responsibilities in Human Resources, AR/AP management, collections, customer service and clerical office procedures. Proficient with automated customer and vendor account tracing systems four years accumulative experience in the business office. Excellent organizational and problem solving skills. Exceptional interpersonal communication skills, with emphasis on being an effective team leader and ensuring quality customer service. A self-starter, detailed oriented, motivated, excellent work ethics, leader, trustworthy, self-disciplined, a strong personality, good judgment to accomplish goals.

EDUCATION

1979-1982 High School Diploma, West High School
1995-1997 Dental Assisting and EDDA Certification, Pima Medical Institute

EMPLOYMENT

2007-Present Assembler, CaridianBCT, Lakewood, Co

- Certified in both cells for Trima Flow 1.
- Performing tasks that include assemble, bond, subassemblies and assemblies.
- Following clean room procedures.
- Learning the written and verbal procedures of OSHA, handling hazardous waste, Manufacturing Operating Procedures.
- Accountability for quality of teamwork, ownership and teamwork.
- Learning and performing associated documentation.
- Attention to detail and visual acuity.
- Interact with computer applications to perform assembly functions.
- Accountable for completing all checks, verifies, work setup on all cassette builds.
- Builds include Dual Stage, DRBC, Accel, PLT, PL, RBC.
- Certified in Quantum Cell Expansion System
- Certified in Mirasol, OrbiSac, 2991, Back-T, Offline
- 2991 triple system

2007-2007 Deli Service, Target, Lakewood, Co

- Customer service.
- Prepare food.
- Set up hot case with a variety of foods and verifying food temperatures.
- Following OSHA food guidelines.
- Operate meat slicer.
- Qmos and inventory and ordering food supplies.

1997-2007 Dental Assistant and EDDA, Rocky Mountain Precision Endodontic, Thornton, Co

- Chair side dental assisting and performing a variety of tasks and inventory of dental supplies.
- Sterilization and arrangement of dental instruments for scheduled procedures.
- Change barriers breakdown and set up for scheduled procedures.
- X-ray development and mounting.
- Overall comfort and care of patients.
- Specialty practice includes root canals, apicos and implants.

1996-1997 Accounts Receivable/Payable Clerk, Mile High Auto Excellence, Denver, Co

- Account receivables management through month end reporting.
- Complete process of daily bank deposits.
- Input account transactions and payments to all commercial accounts.
- Shipping and receiving of detailing supplies.
- Customer service and account inquires on all commercial accounts.
- Knowledge of QuickBooks pro software.
- Knowledge of 10 key, fax machines, data entry, copier, postage meter, and other misc. office equipment.

1993-1997 Casual Employee, Mail Clerk, Labor Relations, Human Resources, United States Postal Service, Denver, Co

- Data entry and tracking of employee grievance records.
- Coordination of employee grievance files.
- Grievance documents logged in and out and settled in a timely manner.
- Distribution of all incoming and outgoing mail.
- Mail preparation and processing mail on meter machines.
- Maintained airline reservations.
- Answering 24 incoming phone lines, greeted visitors, and human resources.
- Reviewing applications, scheduling drug tests and physical examinations for prospective employees.
- Generates extremely high work load.
- Regional office with territory eleven states.
- Aptitude to learn the administrative duties of the human resources and labor relations.
- Technical and organization skills.

REFERENCES

Available upon request