

Kris West

Aurora, CO 80014

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Authorized to work in the US for any employer

Work Experience

Warranty Clerk

Larry H. Miller - Aurora, CO

December 2021 to Present

- Uses cdk, dealer connect, and tca to submit and follow through with warranty requests
- Dispatches tickets to technicians

Receptionist

Larry H. Miller Collision Center - Aurora, CO

January 2021 to December 2021

- Proficient in CDK CCC and RepairCenter
- Open and close tickets
- Write up payment orders
- Managed the schedule of several estimators.

Front Desk Associate

Residence Inn Denver Airport - Denver, CO

January 2020 to January 2021

Ran the front desk

- Ordered supplies, Billing and coding
- Payroll

Laundry Attendant/ Housekeeping

Hilton Garden Inn - Laramie, WY

August 2017 to January 2020

Completed tasks in a timely manner, Organized and cleaned

- Worked in a team to complete tasks

Retail Associate

Masks Costumes - Salt Lake City, UT

August 2016 to January 2017

Helped customers find what they needed, Up-Sold additional items

- Helped implement a new database for costumes.

Receptionist

Dr. Calvin's Clinic - West Valley City, UT

June 2015 to August 2016

Greeted patients, responded to telephone and in-person scheduling.

- Coordinated with insurance companies and attorneys to verify information

Receptionist/ dental assistant

West family dentistry - Green River, WY

January 2013 to January 2015

- Greeted and scheduled patients
- Worked with insurances to verify payment
- Assisted dentist and hygienist as needed.

Education

Bachelors of Arts

University Of Wyoming - Laramie, WY

2019

Associates of Arts

Western Wyoming Community College - Rock Springs, WY

2012

Skills

- Payroll
- Upselling
- Time management
- Customer service
- Microsoft Office
- English
- Medical coding
- Front desk
- Organizational skills
- Spanish
- Medical scheduling
- Laundry
- Dental assisting
- Bilingual
- Guest services
- Office experience
- Microsoft Excel
- Microsoft Word

Assessments

Customer Service — Highly Proficient

November 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Administrative Assistant/Receptionist — Highly Proficient

December 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Medical Receptionist Skills — Highly Proficient

November 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

Call Center Customer Service — Highly Proficient

November 2020

Applying customer service skills in a call center setting

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Customer service — Highly Proficient

November 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Expert

November 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.