

Laura LaChance

Loveland, CO 80537

lauralchance5_jgg@indeedemail.com

970-590-0544

Seeking a full time position utilizing my prior and present computer software knowledge, excellent work habits, and customer service skills

Work Experience

Provisioning Specialist

American Telesis - Loveland, CO

July 2017 to Present

Design and provision circuits for T-1, T-3, Ethernet, MPLS, and IDA services.

Work closely with team members, sales, billing, customers, and vendors.

Provide excellent customer service through vendor management, close attention to details, anticipate and solve problems, and update customers in a timely manner.

Maintain professionalism while communicating with vendors and customers.

Provide quality assurance on all vendor orders and customer accounts.

Receptionist / Vet technician

Worthington Animal Clinic - Loveland, CO

April 2015 to July 2017

Multitasking, organizing, problem solving and training

Maintaining revenue reports and reconciling cash drawer

Training of new receptionist employees

Tech work which includes: blood draws, x-rays, surgery prep., and misc. lab work

Administration Assistant / Payroll - Temp

Volt Employment Services - Fort Collins, CO

July 2014 to April 2015

Maintaining time keeping system

* Processing payroll in a timely fashion

* Accounts Receivable

* Producing and maintaining revenue reports

Account Manager

Health Care Services Group - Greeley, CO

December 2013 to May 2014

Maintaining employee's personnel files to state standards

* Managing payroll and data entry in a timely manner

* Hiring and training of new employees

* Performing quality assurance inspections of employee's daily tasks

Front Desk Clerk

Jensen Arms - Loveland, CO

December 2012 to October 2013

Answering phones and problem solving

- * Processing background checks

- * Balancing cash drawer

- * Logging in and out Product

Medical Receptionist and Medical Records File Clerk

Orthopedic Center of the Rockies - Fort Collins, CO

August 2011 to September 2012

Answering phones and problem solving

- * Checking in patients and scheduling appointments

- * Medical records and data entry

- * Preparing front desk for next days work and cleaning lobby

Education

Triumph High School in Cheyenne - Cheyenne, WY

2002