

Lyndsey Prince

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OBJECTIVE

A relationship-driven professional with extensive experience in customer service and communications.

EDUCATION

California State University, Fullerton
Bachelors of Science, Health Science

Fullerton, CA
May 2015

Irvine Valley College
Associate of Science, Social and Behavioral Science
Associate of Arts, Liberal Studies

Irvine, CA
May 2013

RELATED EXPERIENCE

UCHealth- Medical Center of the Rockies
Nutrition Assistant

Loveland, CO
January 2017- Present

- Prepares and delivers room service meals to patients and families on a timely manner.
- Answers room service/call center phone calls and expedites meal service to patients ensuring that specific diet modifications and individual preferences are honored.
- Stocks kitchen beverages and food items throughout shift.
- Collects unwashed food trays on assigned floors at designated times.
- Ensures that patients are receiving and consuming proper nourishments for meals and snacks.

Lennar
Accounts Payable Coordinator

Aliso Viejo, CA
June 2015 - October 2016

- Audited daily work orders for accuracy by verifying product or processes used to complete orders.
- Invoiced internal and external customers for work completed and the collection of payment.
- Prepared check runs for deposits and entered data in financial tracking including maintenance of cash flow.
- Provided quotes as requested and established a good relationship with clients.
- Created daily/weekly/monthly reports assigned by Supervisor.
- Checked pricing for static items posted on the online stores and collaborated with other employees.

California State University, Fullerton- ASI Accounting
Accounting Assistant

Fullerton, CA
September 2014 -June 2015

- Served as office receptionist, performing general office duties: typing, filing, faxing, photocopying, data input.
- Typed and distribute invoices, check requests, and purchase orders for companies and individuals.
- Distributed employee paychecks on a biweekly basis by checking their ID, logging their information, and requesting their approval signature.

California State University, Fullerton- Student Recreation Center
Front Desk

Fullerton, CA
August 2013 - May 2015

- Answered phone calls, greet and responded to inquiries about the facility and campus.
- Helped patrons with equipment checkout and selling of merchandise, food, and drinks on cash registers.
- Opened and closed cash registers and maintained all cashier responsibilities throughout shift.

SKILLS

- Microsoft Word, Excel, PowerPoint, Outlook, SPSS, JD Edwards, 10 key touch, vlookup
- CBORD and EPIC for food records and patient information