

LeAnn Moore

leannomoore93@gmail.com

(720) 225-7519

7552 W 84th WAY, Arvada, CO 80003

Objective

Seeking an administrative assistant position which will require me to utilize my communication skills, and give me the opportunity to build a career.

Summary of Qualifications

- Knowledge of computers and networking
- Knowledge of office practices
- Coordinating skills to schedule appointments
- Communication skills to communicate with inbound and outbound callers
- Equipment used includes computer, printer, copy machine, and other standard office equipment
- Very outgoing
- People person
- Handle criticism well
- Friendly
- Dependable

Skills

- Communication
- Organization
- Problem Solving
- Microsoft Word
- Excel
- Typing 60 WPM
- Time Management
- Customer Service Oriented

Experience

Handy Helper

Moore Helping Hands

Westminster, CO

11/2009 - 2/2013

- Employee of the month twice.

Education

Some College

Basics, Front Range Community College, 08/2012 - 05/2013