
Paige Cook

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Veedersburg, IN 47987
(812) 239-7976
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SKILLS

- Answering phone calls/excellent communication skills
- Office equipment including: computer software skills such as Word, Office, Excel
- Billing/Data Entry
- Calendar/Organizing management skills

EXPERIENCE

Child Adult Resource Services, Kingman, IN - Direct Support Professional

September 2021 - Currently Employed

Responsibilities Included:

- Inventory Specialty
- Organization Skills
- Answering Phone Calls
- Creating Schedules
- On Call Work
- Social Skills
- Bookkeeping
- Medication Handling

Penguin Random House, Crawfordsville, IN - OP-3

October 2020 - July 2021

Responsibilities Included:

- Inventory Specialty
- Finishing Tasks On a Timed Schedule
- Fast Paced Work Environment
- Working with a Flexible Work Week Schedule
- Answering Phone Calls
- Organizational Skills

Sycamore Storage, Terre Haute, IN - Receptionist

May 2019 - September 2020

Responsibilities Included:

- Handling Customers Accounts
- Account Billing
- Handling Account Payments
- Answering Phone Calls
- Promoting Sales
- Handling Cash and Drawer Counting
- Inventory and Restocking Products
- Filing Paperwork
- Organizational Skills

Midwest America Federal Credit Union, Danville, IL - Teller**February 2019 - May 2019****Responsibilities included:**

- Cash Handling
- Problem Solving Skills with Major Cash Exchanges
- Working with Multiple Computer Systems
- Fast Paced Environment
- Serve Customers and Handling Their Personal Account Information
- Handling Confidentiality
- Contributed to Team Efforts by Accomplishing Monthly Sales Goals

County Market, Covington, IN - Cashier**May 2015 - February 2019****Responsibilities included:**

- Customer Service Skills
- Communication Skills
- Answering Phone Calls
- Problem Solving Skills
- Cash Handling and Register Skills

EDUCATION**Fountain Central High School, Veedersburg, IN - ACADEMIC HONORS**

August 2013 - May 2017

Acquired honor roll every year of attendance. Graduated with a 3.8 GPA.

Ivy Tech Community College, Online - Psychology

August 2020 - December 2021

Technical Certificate in General Education Transfer Core

completed: May 15th, 2021

Currently enrolled online at Ivy Tech with the intent of pursuing a degree in Psychology. After being awarded an Associate's Degree, I will continue on at a 4 year college with the intention of majoring in Business/Human Resource Management.