

Melinda Phinpraphat

Office Manager

2101 Market Street - Denver, CO 80205
minpin_830@yahoo.com - 720.203.4573

A position where my extensive experience can contribute to your customers' satisfaction and your company's success.

WORK EXPERIENCE

Office Manager

Colorado school - October 2008 to September 2011

overseeing the opening and closing of the buslnes office. Accounts Payable/receivable. Made necessary changes to class schedules and class addendum, responsible for incoming calls regrding business maters and new student inquiries.

Anthem Steel -

Lead Qualifier

Manage incoming calls on over 20 lines for potential buyers and direct them accordingly to the sales floor. keep log of all buyers and follow with them during their progression of their new building.

EDUCATION

Certificate

Westwood College of Technology
2004

Business

John F Kennedy High School

BA

Colorado School of Healing Arts