

Rebecca Dunn

Longmont, CO 80504

beccadunn2017@gmail.com

7207459723

I've answered phones and scheduled appointments for people. I have handled cash and checks for payments and know how to work a cashier. I know how to use Microsoft reasonably well and have a general knowledge of TABs and PracticeMaster.

Authorized to work in the US for any employer

Work Experience

Wireless Sales Associate

Wireless Advocates - Fort Irwin, CA

December 2019 to Present

Processing orders and paperwork to ensure customers' phone needs were met.

Customer Associate

AAFES - Fort Irwin, CA

August 2019 to December 2019

I have learned how to multitask at an efficient speed and receive and send money orders

Receptionist / Legal Assistant

Flanders, Elsberg, Herber, and Dunn LLC - Longmont, CO

May 2014 to July 2018

Education

Associates in Administration of Justice in Administration of Justice

Barstow Community College

August 2018 to May 2020

Skills

- Customer Service
- Customer Support
- Microsoft Office
- Practice Master
- TABS
- Customer Care
- English

- Front Desk
- Microsoft Excel
- Microsoft Powerpoint
- Research
- Microsoft Outlook
- Microsoft Word
- Quality Assurance
- Negotiation
- Project Management
- Sales
- Records Management (4 years)
- Typing (4 years)
- Retail Sales
- Cash Handling
- Clerical Experience
- Data Entry
- Time management
- Proofreading
- Word Processing
- Personal Assistant Experience
- Administrative Experience
- Transcription
- Recruiting

Certifications and Licenses

driver's license