

Angel Cruz

6960 Jasmine st
Commerce city co 80022
(720)7019958

Qualifications

MS Word, MS Excel and Windows 98 computer programs. Medical Terminology All general office/clerical duties performed.

Education

- Certificate in Dental Assisting, Emily Griffith Opportunity School, Denver - 2000.
- Westminster High School graduate - 2000

Work History

The little guy pavers

3/2023 to 8/2023

Receptionist

Duties:

Open and closed the office, Answered multiple phone lines, entered customer request for an estimate

Rocky mountain arsenal

6550 Gateway Blvd commerce City Co 80022

7/2020 to 1/2023

Records clerk

Duties:

Entered the records from paper format in to the DDS system, recycled and shredded older records

Goldilocks balloons

4915 Niagara st. Commerce City Co 80022

10/17 to 3/2020

Administrative assistant

Duties: answered multiple phone lines, entered customer orders, helped with holiday promotions, delivered to customers on occasions

University of Colorado Hospital. 12401 E 17th ave
(720)848-000. Aurora Co 80045

Title: Information Operator. 10/15 to 6/17

Duties: Customer service, handled multi-phone line, transferred patients to clinic, looked up patient information, sent out emergency pages (exp. Code blue, code red, nicu and Obrrt), paged the on call physicians on the weekends or holidays

Parker personal Home care

1597 Cole blvd.

303-424-6078

Title- direct care staff of the day program

Duties- made a calendar of the month that we were going to take the clients, picked up clients from homes, interacted with the clients while showing them about everyday life, entered thurap stating each clients day while out

Polar Service Center 4850 E 74th Ave
(303) 289-3149 Commerce City co 80022

Title: Service Writer. 8/13 to 10/15

Duties-Customer Service, Handle multi-line phones, File, sort, Created and entered work orders ,Set Up Appointments for the Customers Process payments from the Customer

Alliance Data 975 W 122nd ave
(303)255-5100. Westminster co 80030

Duties: answered phones. 10/10 to 8/11

filled out applications for customers
approved customers for a credit line

Force Electronic 7000 N. Broadway
Front Office/ Receptionist. Denver Co 80221

Duties: 4/06 to 1/08.

Meet and greet Customers
General offices duties