

Rhonda Means

Northglenn, CO
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Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

Pinnacle Charter School - Thornton, CO -

1998-08 - 2005-11

Responsibilities

Payroll, hiring teachers, contracts, managed all office persons, ran lunch program, scheduled all activities on site and off. Did student scheduling for classes. Did discipline for school

Accomplishments

I started as receptionist and left administrative assistant

Skills Used

Office skills

EDUCATION

Thornton High School