

Selena Ortega

Lafayette, CO 80026

romeroselena201617@icloud.com

3034353202

I'm a very motivated person I'm excited to work and show my full potential. I'm very reliable and have a super flexible schedule. I am someone who takes work very seriously I learn quick and very committed

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

Express Employment Professionals - Northglenn, CO

August 2016 to November 2017

During my position as a Front Office Coordinator I was in charge of answering phone lines and transferring to correct extension, I was also in charge of payroll, scheduling interviews as well as end of interview process, data entry and paperwork.

Education

High school or equivalent

Skills

Phones, Scheduling, Payroll, Typing, Data Entry, Drug testing, Everify, Filing