

Denise Shannon

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I would bring my extraordinary work habit to an organization that can use a self-motivated, self-disciplined and mature professional who maintains a strong importance in contributing through will power, team spirit, drive and effortless commitment towards excellence.

Work Experience Highlights

The Temporary Network, Englewood, Colorado

2013 – Present

I am placed on various temporary assignments, which ranges from administrative to customer service duties.

The Unlimited Group, Lakewood, Ohio

2011 – 2011

As an administrative assistant to the leasing manager of a property management company, I maintained and organized real estate documents, lease agreements and records of various tenants. I have also handled and screened incoming calls relating to property information; such as availability and scheduling rental viewings of properties.

Ohio Technical College, Cleveland, Ohio

2007 – 2009

I've held various positions while employed at Ohio Technical College, from Receptionist to Library Assistant. One of my major duties included typing memos for upper management. By doing so, it constantly improved and increased typing skills, averaging a typing speed of 50 – 60 words per minute. I persistently met and greeted students, parents and visitors of the institution, enhancing my interpersonal skills and developed a rapport with some of the individuals.

Skills

Microsoft Programs (Word, Excel)

QuickBooks

Basic Office Equipment (multiple line phone system, copy and fax machine, postage machine)

Education

University of Phoenix
Phoenix, Arizona

2009-2010