

# Shelly Jones

Henderson, CO 80640

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(303) 994-2097

To acquire a position that will lead to a future career using my skills and ability to the fullest extent.

Authorized to work in the US for any employer

## Work Experience

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### **Shipping Clerk**

Frictionless World - Westminster, CO

October 2018 to Present

Shipping clerk , pulling orders, packaging, inventory.

### **Front Desk Receptionist**

Ace Hardware, Commerce City, CO

Sales Associate

Electrical, paint, housewares, upholstery, lawn and garden, inventory, receiving, merchandising, and customer service.

Kohl's, Thornton, CO

POS Cashier

Scanning merchandise, posting customer payments, soliciting store charge card, inventory, and customer service.

Boulder Medical Center, Boulder, CO

Front Desk Receptionist

Making new patient charts, collecting co-pays, verify Medicaid eligibility.

Center For Spinal Disorders, Thornton, CO

Front Office Receptionist

Scheduling appointments, checking patients in and out, phone, fax, copying, filing, insurance knowledge.

Adams County Detention Facility, Brighton, CO

Medical Records Clerk

Filing, pulling charts, faxing, copying, and retrieving information from computer.

## Education

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### **Diploma in Medical Dental Administrative Assistant**

Everest College - Thornton, CO

2006

## Skills

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Shipping, Shipping Receiving, Warehouse Associate, UPS

## Additional Information

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Appointment Scheduling, Customer Service, Collections, Microsoft Word, Medisoft, Excel, 10-Key, and Keyboarding.