

# Stephanie Quintana

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## Professional Summary

All in all I am a reliable person dependable always willing to learn new things. Easy person to get along with. Team player

## Skills

- Customer Service
- Speaking
- Mathematics
- Reading Comprehension
- Clerical
- Writing
- Administration management

## Experience

*Data Entry* *Apr 2017-Jun 2018*  
*Northeast Seafood Products* *Denver, CO*

Customer Service. Calling customers getting orders. Answering phones taking orders. Filing invoices. Helped with putting inventory on board and putting what coming inbound

*Data Entry/Accounts Receivable* *Mar 2015-Feb 2017*  
*Anderson Boneless Beef Co* *Denver, CO*

Customer service. Opened every morning got cutting sheets ready for cutters and did Route sheets ready for each driver. Calling customers for orders and taking orders from sales reps. Balancing and deposit from day before. Calling for collections, filing

## Education

*Diploma: Medical Billing and Coding* *Oct 2008*  
*Everest college* *Thornton, CO*

Learning icd9 codes and the anatomy of the body. Learning insurance paper work

*High School Diploma: Basic Studies* *May 2004*  
*Skyview High School* *Thornton, CO*