

Tiffany Lindsey

Saint Paul, MN

tiffanylindsey82_rkm@indeedemail.com - 3177727115

I am seeking employment with a company where I can use my knowledge and skills for personal growth, and organizational. I want to excel in the field of Office Administration with perseverance and dedication.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Office Assistant

Primerica - Indianapolis, IN - 2014 to 2015

Responsibilities

Primerica is a financial company who helps the middle class. There I helped clients with their insurance policies and making sure that all of their information in our system was correct and for their budget.

- Trained the new employees
- I helped clients with their policies
- Bookkeeping

Skills Used

- Making Business Plans
- Multitasking
- Book Keeping
- Answering/transferring Multi-Line Calls
- Type 45 – 50 WPM
- Business Management Skills
- Microsoft Word, PowerPoint, Excel
- Excellent Customer Service

Coach/Mentor

Years Old The Game Of Rugby - Rugby, IN - 2012 to 2015

Rugby Indiana 2012 to 2015

Rugby Indiana is a rugby league that teaches the fundamentals of rugby from 8- . There I coached kids from the ages of 10-13 years old. I taught them the fundamentals of rugby and the mindset of the game. I helped the league owner making a business plan to put more IPS teams into the league.

- Training Young Kids 10-13 Years Old The Game Of Rugby
- Teaching Young Kids 10-13 Years Old The Game Of Rugby
- Preparing Lessons For The Kids To Learn Rugby

Cashier/Customer Service

Popeye - 2012 to 2014

is a now corporate owned restaurant. There I took orders and helped the new employees with running the store and how the corporation works.

- Cleaned

- Took Orders
- Assisted The Managers
- Trained New Employees

EDUCATION

Official Administration

Independence Job Corps - Indianapolis, IN
2015 to 2015

Retail Management

Independence Job Corps - Indianapolis, IN
2015 to 2015

Business Management

Ivy Tech Community College - Indianapolis, IN
2014 to 2015

SKILLS

Inventory Control (Less than 1 year), Customer Service (5 years), Microsoft Office (4 years), Coaching (4 years), Excel (1 year), Multi-Line Phone (3 years)

ADDITIONAL INFORMATION

Skills and Abilities

- Making Business Plans
- Multitasking
- Book Keeping
- Answering/transferring Multi-Line Calls
- Type 45 - 50 WPM
- Business Management Skills
- Microsoft Word, PowerPoint, Excel
- Excellent Customer Service