

Erica Fischer

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1672 Riverside Ave A304, Fort Collins, CO
80525

Work Experience

Robert Half (Contract)

April

2019-Present

Heska Corporation

Accounts Receivable

- Answered phone line and directed calls to appropriate departments
- Communicated with clients to place orders and look up payment information
- Corresponded via email and fax with customers requesting invoices
- Completed data entry projects

Automatic Data Processing, Inc.(ADP)

Nov 2018-April 2019

Automatic Data Processing, Inc.(ADP)

Aug 2018-Nov 2018

(Aerotek Contract)

Verification Specialist

- Communicated with employers to obtain information for verification of employment
- Search various websites for public record information and recorded results with 100% accuracy
- Completed reference checks and verified work ethic through confidential conversations
- Trained to perform criminal background checks for applicants
- Maintained all confidential information to ensure privacy of all applicants

Caring Senior Service

July 2018

Caregiver

- Assisted with daily activities and provided life enrichment overall
- Provided exceptional patient care to residents with specialized dementia
- Prepared food and served accordingly
- Scheduled daily activities and organized team overall

International Beauty Systems, Inc.

Oct 2010-Mar 2012

Customer Service Representative

- Worked in various positions, reception, customer service, clerical, some accounting, store clerk, personal assistant to the president, and any other duties that arose
- Served visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately

- Answered multi-line phone system and forwarded incoming calls to appropriate department
- Received and sorted daily mail and deliveries
- Performed other clerical duties such as filing, faxing, scanning, and copying

Education

University of Illinois at Chicago

1997

B.A. in Anthropology Received