

Kenna Elijah

Loveland, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Receptionist

The Group Real Estate - Loveland, CO - January 2003 to August 2005

Answered switch board for 56 realtor, set up showings for houses, made all closing packets for sold houses, ordered supplies for office, greet customers, set up all board meetings monthly, clean front office, facing documents, filing & any other office duties assigned.

Receptionist

Wheeler Realty - Fort Collins, CO - March 2001 to June 2003

I worked the front desk greeting customers, answering switch board, ordering supplies for office, doing all mail & delivery, making closing packets, setting up showings, running all errands for office, plus all other office duties as assigned.

Front Desk Representative

Lake Shore Lodge - Estes Park, CO - July 1998 to February 2001

I worked at front desk checking people in & out of motel. Also did all other assignments that came with front desk. Greeting customers, mail, answering 9 Line phone, errands, cleaning front office. Love working with people, I loved this job!

Assembly Line Worker

Hewlett-Packard - Fort Collins, CO - March 1989 to May 1998

I worked testing computer boards & also in the add on dept.on assembly line. Soldering certified & tracing board components.

Answering Service Agent

On Call Answering Service - Loveland, CO - September 1984 to January 1989

Answered calls for all kinds of business's. Including doctors, taxi cabs, dentist, towing services, etc. We answered for 144 clients. This was my first job answering phones. I had a great trainer & learned alot as far as phone ediquette. I love working with people & the public.

EDUCATION

Associates in Business

Central Oregon Community College - Bend, OR

September 1981 to June 1983

SKILLS

Microsoft office, Apple ipad, copy machines, switchboard operator, very personable, greeting customers, setting up showings for real estate, making closing packets for sold houses, fax machine, doing all mail & delivery, know most software on computer. (10+ years)

AWARDS

Receptionist of the Year

February 2001

All of us girls in the office started taking receptionist seminars. It was quite enjoyable. I got receptionist of the year because of my testing scores & professional mannerism.

ADDITIONAL INFORMATION

Hi, as you will see I haven't worked in a few years. I have been home raising our children, but they are all school age now so I am ready to be out in the working world again. I am a very fast learner & you won't be sorry if you hire me. I am a very dedicated, caring employee. Thank You!