

Heidi Hancock

Clerical

Windsor, Colorado

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Looking for a position that I can use my skills with with typing, ten key, computer and phone skills. Along with the degree that I am in the process of finishing. Which is a Bachelor's Degree in Business Administration.

Authorized to work in the US for any employer

WORK EXPERIENCE

Data Entry

Bactes-Sharecare-Loveland, CO DEC 2017 to Present

Scanning Specialist, scanning medical files into clinics

computer systems for doctor and nurses to view

Cashier/Customer Service

Menards - Salina, KS-March 2017 to August 2017

Cashier, service desk, returns, doing inventory in different departments

Kitchen Staff

Casey's General Stores - Salina, KS-January 2016 to March 2017

Made fresh donuts, pizzas, sandwiches, and frosting cookies, along with cleaning up kitchen, doing all dirty dishes, stocking and restocking expired items.

Braums

Braum's Ice Cream and Dairy Stores - Elk City, KS-August 2016 to January 2017

Worked as cashier, making ice cream specials, cashier, drive thru, was promoted as supervisor.

Overnight Stocker

Walmart - Elk City, OK-January 2015 to August 2016

Stocking new merchandise onto shelves, putting overstock back into inventory, clean up and straighten merchandise on shelves. Helped all departments when I was finished with my stock.

Cashier

Dollar General - Elk City, OK-November 2015 to December 2015

Helped checked out guests and stocked new merchandise onto shelves throughout the shift.

Unloader/Stocker

Walmart - Elk City, OK-October 2014 to October 2014

Worked in inventory in back room, picking, counting, and adding overstock back into inventory.

Medical Records Clerk

Great Plains Regional Medical Center - Elk City, OK-June 2014 to October 2014

Indexed paperwork into computer system, scanned medical files into computer system, faxed, scanned and copied. Also helped create birth certificates for new mom's in the hospital.

EDUCATION

Bachelor's in Business Administration in Business Administration

Post University - Work at Home

August 2012 to August 2016

High school or equivalent

SKILLS

Office, Excel, Outlook, Access, ten key, typing, phones, copying, scanning, fax (10+ years)