

ANGEL MCKENZIE KOOKEN

Entry Level

1267 Hilltop Circle Apt 4, Troy, Oh
937-451-0308 • angelkooken@iCloud.com

Summary Statement

15+ years customer service experience, excellent writing and speaking skills and the ability to learn fast and work in a dynamic environment.

Work Experience

Volunteer • Troy Christian Elementary School , Troy, OH **2014-2017**

Read to various kindergarten classes, supervised field days and did crafts with preschool class

Volunteer • Ginghamsburg Church, Tipp City, OH **2015-2017**

Taught bible class to preschool/kindergarten, supervised Vacation Bible School 2 years, worked in the office filing, making copies, and doing computer work

Volunteer • Hayner Cultural Center, Troy, OH **2016-2017**

Answered phone, scheduling, customer service, received payments, basic clerical duties

Education

Diploma • Tippecanoe Highschool, Tipp City, OH **May 5, 2002**

Graduated with honors

Certified Medical Billing & Coding Specialist • Miami Jacobs Career College, Troy, OH **May 2011**

Graduated with honors; was one of four to pass the certification exam

Skills

Hard/Soft Skills

Empathy

Open Mindedness

Great Verbal/Non-Verbal Communication

Flexibility

Integrity

Team Player

Responsibility

Drivers license

Insurance

15 + years Customer Service Experience

Volunteer Experience 7+ years

Disabled July 4, 2013; released to work with no restrictions

Awards