

Taneel LaForte
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Objective

I am seeking a position in which I can learn new skill sets while enhancing my existing abilities. I hope to join a company that will assist in future endeavors and promote growth.

Education

- Association of Certified Professional Wedding Consultants April 2010
Personalized Training Course, C. A.
- Spokane Falls Community College August, 2008
Business Management, A.A.
- University of Phoenix Sept. - Dec. 2005
- Mead High School June, 2005

Experience

Fairwood Retirement Village 2007-Aug.2013
509-467-2365

Receptionist and Marketing Assistant; Duties include answering multi-line phone system, front desk first impressions, coordinate scheduling resident and management appointments, facilitate task assignments for company departments, support office manager with timekeeping, billing and general office assignments. Coordinate marketing collateral materials; assist with onsite and offsite tradeshow events, data base management.

Dining Room Supervisor, Server, Food Prep, and Dishwasher; 2002-2004
Duties include ensuring a neat and clean dining room, keeping staff on task, tracking of resident attendance, fresh salad bar set-up, serving soup, assigning and participating in clean-up duties. I was utilize as a server and made and served salads, drinks, dinner meals and desserts. Also, my talents were applied in the kitchen as a kitchen prep cook making salads, dinner accessories, breads, desserts, etc. Occasionally, I participated as a back-up dishwasher as needed cleaning and putting away dishes.

Paradise Beans Espresso 2005-2006
509-487-0120

Barista; Duties include greeting customers, making various drinks, maintaining cash and register, restocking, cleaning the stand and various machines, etc.

Stewart Title 2006-2007
509-328-7171

Receptionist and Recorder; Duties include greeting customers, keeping and scheduling appointments, answering and distributing phone calls, receiving, placing supply orders, keeping office space neat, and dispersal of daily mail and customers' mail. This included traveling back and forth from office to courthouse to pay excise taxes, record documents, handle various licensing issues, retrieving a mixture of archived and recorded documents from the court house.

Other Skills; Word and Excel 2007/2010, Multi-Line Phone System, Keyboard Calculator by touch, REPS Leads Data Base, Photocopier & Fax.