

Lillian G. Brown

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Objective

An administrative assistant position which will allow me to build upon and further utilize my customer service and communication skills.

Skills Summary

- Punctual
- Team Player
- Certified Food Handler
- Excellent verbal and written communication
- Good organization skills
- Calendar management
- Basic office skills

Professional Experience

Communication:

- Ensuring full compliance with agency requirements and tight deadlines
- Authored professional correspondence to customers

Customer Service

- Oversaw front-office operations and provided impeccable customer service

Detail Master & Organization

- Managed all aspects of day-to-day operations of a thriving family business
- Maintained a facility and prepared it for Buy, sell and trade
- Filing documents in a timely fashion
- Scheduled patient appointments at a busy office

Title	Company	Location	Dates
Cashier	Mc Donald's	Novato, Ca	March 2014
Salsa Maker	Chipotle	San Jose, Ca	April 2008
Front Desk/ Receptionist	Sell Right Auto	San Jose, Ca	April 2008

Education

Currently Pursuing High School Diploma/ GED

Five Keys Charter San Francisco