

Anaya Anderson

3111 Enoch Avenue

Zion, Illinois 60099

(414) 233-3516

anayaanderson373@yahoo.com

OBJECTIVE

I am seeking a General Office position that offers flexibility and creativity in managing new Projects and tasks. Additionally, to pursue an occupation that creates and offer career advancements and opportunities for continued growth.

WORK HISTORY

Job Corps - Milwaukee Wisconsin

July 2017 – May 2018

- Medical Office Support

Maria Nails - New York, NY.

September 2013 – August 2015

- Receptionist Activities (*part-time*)
- Managed the front-desk providing, such tasks as scheduling, confirming appointment times, and completing cash or credit card transactions.

EXPERIENCE AND SKILLS

- Answering Calls
- Mailing
- Filing
- 45 wpm
- Typing
- Scheduling

QUALIFICATONS

- Ten months of medical office support as a part time Medical Office Support
- Scheduled of internal business appointments
- Excellent customer feedback
- Completed certification for Medical Office Support
- Managed outbound calls to customers

EDUCATION

Milwaukee Community Syber High School (Graduated)

April 2018

Job Corps - Received Certification in Medical Office Support

April 2008

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

October 2018

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP (Waukegan, Illinois)

October 2018

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate