|  |
| --- |
|  KeRI MitchellBrampton, ON ·647-535-1671kenyarayne@yahoo.com |
| Looking to obtain a position in administration with 10+ years of experience which fully utilizes my skills and experience to prove courtesy tact, and diplomacy to customers, fellow employees, and employers. Customer focus, ability to follow through with work assignments, organize and complete with minimal supervision. Problem-solving good judgment uses common sense and has strong problem-solving skills when difficulty arises. |

# Experience

|  |
| --- |
| 2015 – 2017Administration, North shore wellness center * Be thorough and pay attention to detail
* Able to work well with others
* Able to work on your own
* Sensitivity and understanding
* Flexible and open to change
* Excellent verbal communication skills
* Customer service skills
* Able to use a computer and the main software packages competently
 |
| 2005 – 2015Administration, House of Wills Funeral Home now Audrey E. Williams Funeral Services* Demonstrate Core Values of Excellence, Trust, Compassion, Care and Growth in performing all aspects of the position.
* Maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with families, co-workers and management.
* Provide first point of contact with the public. Answer telephones in a professional manner; greet families and ensure their comfort
* Responsible for ensuring appropriate office supplies are on hand.
* Assist in the administrative side of completing, checking for accuracy and filing of the necessary forms and documents
* Remain current with all technology the company provides to enhance job efficiency.
 |

# Education

|  |
| --- |
| 2015Canadian college School |
| 2014b&b uNIVERSITY COLLEGE,2007-2009Portmore community COLLEGE,  |

# Skills

|  |  |
| --- | --- |
| * Experienced in customer relations
* Responsible for bookkeeping, typing, phones, filing, supply inventory, and general office procedures
* Confident in my experience, knowledge, and ability to make things run efficiently
 | * Enthusiastic, dependable, self-motivated, assumes responsibility necessary to get the job done
* Excellent communication skills
* Proven competence in working with others to focus activity on continuous improvement and cost-effective value-added work
 |