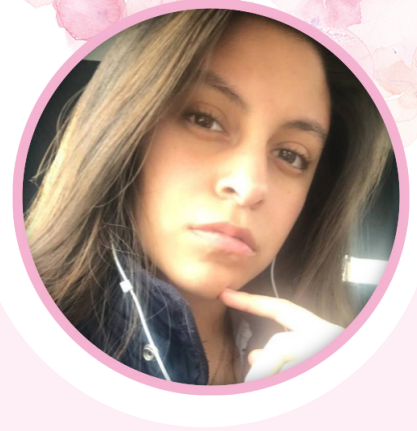



KENIA DAMIAN




WORK HISTORY

- Dec. 2017 -
Current **Secretary**
Animal Care Center of Plainfield
- Greeted guests with their pets as they walk into the clinic while providing them with excellent customer service. Additionally, my task includes answering a multiple line system and direct the call to the preferred party.
- Nov. 2014 -
Current **Receptionist**
Symphony of Joliet
- Acknowledge and greeted guests and visitors as they walk into the facility while providing them with excellent customer service. Providing answers to any question they may have or directing them to the appropriate on staff manager. Additionally, my task includes answering a multiple line system and direct the call to the preferred party.
- Mar. 2017 -
Jan. 2018 **Medical Assistant**
Symphony of of Joliet
- I work alongside with the Admissions Coordinator to admit potential patients from hospitals into the facility. I also showcased the facility to guests interested in placing their loved family members into Symphony of Joliet. I ran background checks, Medicare, and input information into the database for patients. I coordinated with social workers to gather more information on future patients. Lastly, I helped out by answering patient call lights and prepare rooms for residents being transferred from hospitals.


CONTACT INFORMATION


815-409-3241 
damian.km79@yahoo.com 
5309 Whisper Meadow Ct. 
Plainfield, IL 60586

EDUCATION


Joliet West HS (2011- 2014) 
High School Diploma | 3.4 GPA

SKILLS & ABILITIES

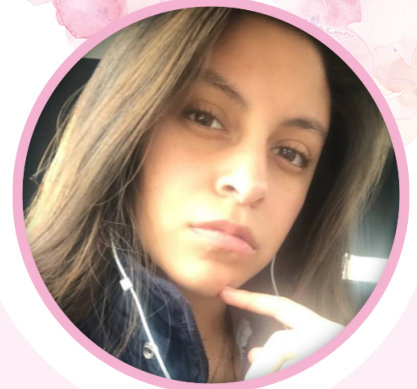
Computer Application 
Excellent knowledge of operating
Microsoft Office software.

Language 
Bilingual. English and Spanish.
Fluent in reading & writing

VOLUNTEER WORK

H.A.R.T. Animal Rescue 
(815)577-3647
I provided care for a variety of cats
& dogs, and my primary responsi-
bilities were to take dogs on walks,
clean the kennels, and supplied
dogs/cats with fresh food as well
as water.


KENIA DAMIAN



REFERENCES



Kristen
Koppers

Educator
Joliet West High School

 **Phone:** 815-258-9376
 **E-mail:** Kriskopper@yahoo.com



Gemini
Robles

Security
Symphony of Joliet




 **Phone:** 815-919-0913
 **E-mail:** gemini.robles@aol.com

Mario
Figueroa


Personal Reference

 **Phone:** 815-272-0093
 **E-mail:** mariofigueroa72@gmail.com


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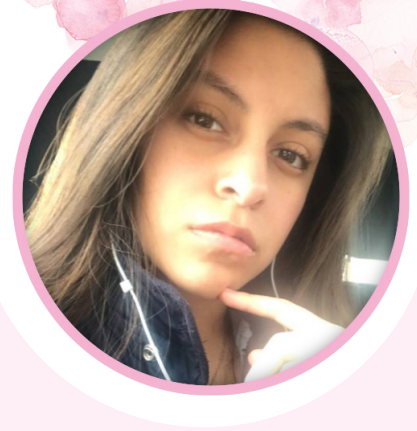
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KENIA DAMIAN



JUNE 24, 2018

JOB REFERENCE:
SECRETARY POSITION WITHIN COMPANY

Dear Hiring Manager,

I am writing to express my interest in the receptionist job opening at ABC company. I believe my years of work experience as a receptionist, as well as my communication and technological skills, make me an ideal fit for the position.

I have several years of receptionist experience, including working in a busy work environment with multiple phone lines and a large professional staff. I can therefore handle the bustling environment of a large of office such as yours.

I have strong written and oral communication skills, both in English and Spanish. At my current job, I greet about twenty-five to fifty clients and guests per day, answering questions about the company and directing people to the correct offices.

I have experience with a variety of software programs, including Microsoft Word and Microsoft Excel. I am also proficient in inputting data utilizing web software like PointClickCare. At my current job, I have trained five other employees in our scheduling platform, due to my experience and comfort with the program.

My background and skills make me an excellent candidate for this position. Thank you for your consideration. I look forward to hearing from you to arrange a time to speak in person.

Sincerely,

Kenia Damian
815-409-3241
damian.km79@yahoo.com

Manager Name
Position

Company Name
Company Address
City, State, ZipCode

Kenia Damian
Secretary

5309 Whisper Meadow Ct.
Plainfield, IL 60586

Phone Number:
815-409-3241

E-mail Address:
damian.km79@yahoo.com