

Kathryn Brown

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Experience

Express, Staff Sense, Adecco
Receptionist, Customer Service, Claims, Billing
Richardson, TX, USA
January 2008 - 10 2008

Various temporary assignments including Receptionist, Customer Service, Data Entry, Claims, Billing, General Office.

Federal Reserve Bank
Customer Service/PBX
Dallas, TX, USA
March 2007 - 12 2007

Receive calls for SS, SSI, RR, etc. recipients to setup direct deposit monthly online with headsets. This is one of the temporary assignments through Snelling Staffing services.

Dallas Independent School District
Customer Service/PBX Operator
Dallas, TX, USA
January 2003 - 8 2006

We received over 2,500 calls daily, answered or transferred caller, also relieved the front desk receptionist, supr. receptionist desk, typing, filing, data entry at the Admin. Bldg. and had 72 hrs. of training courses. Fujitsu PBX system/data entry, faxing, general office duties.

Grove Employment Service
Admin. Assis./CSR/Various Office Positions
Garland, TX, USA
April 2002 - 12 2002

Admin. Assistant-Makco Distributing-I answered the phone, took orders for transmission parts, ar/ap, data entry, billing, UPS labeling-shipping, filing, gen. office. Microsoft Word-data entry. Also, temp. assign. for DISD-CSR.

Medical City Hospital of Dallas
Parking Booth Attendant
Dallas, TX, USA
March 2001 - 4 2002

I received money for parking tolls from customers, patients for the hospital as well as for unable to pays, employees, etc. I balanced and counted the money from the drawer daily and put the money in the vault in the security dept. each evening and locked the

LeeMah Electronics
HR Assis./Receptionist
Richardson, TX, USA
December 1999 - 2 2001

I was the HR Assistant and helped w/receptionist duties. I helped w/New Hire Pkges., verified references, screening applicants, csr, copying and putting missed punches in the system for employees, flyers for the holidays, made appointments for supervisors, faxing, e-mail, A/R & A/P, separated paychecks & distributed to employees, general office duties. Excel, WindowsXL, Wordperfect

Citizen's Bank & Trust
Teller, Bookkeeping Dept.
Baytown, TX, USA
August 1979 - 10 1982

Cash handling, daily balancing, customer service, \$\$ transfers, stop pymts., cashed checks, debits, closed acnts., check reconcile, mailed statements daily, wkly., fisch-looked for checks, filing, proof-copied, general office functions.

Education

Mesquite High School/GED HS
Mesquite, TX Major: USA
Major: Business Math, Machines
Equipment/Skills:Excel, Microsoft Word, WordPerfect, Windows, Quickbooks, Fujitsu PBX/
Switchboard, Typing: 50-60 wpm

Objective

An office position that will fully utilize my abilities and provide a permanent position w/ benefits in a growing company.