

Christan Rivers

Objective	I am a mature professional with solid experience in management. I have demonstrated many skills while meeting critical deadlines in a variety of simultaneous tasks, and have great attention to detail and a high degree of initiative and accuracy. My objective is to achieve an important role model position within your company and the chance to excel in any position.		
Strengths and Qualifications	Detail Oriented with ability to prioritize work. Excellent problem solving and resolution skills. Excellent oral and written communication skills. Proven ability to learn new tasks quickly. Extensive customer service experience.		
Computer Skills	Microsoft Windows 1998, 2000 XP, Vista, PowerPoint, Excel, Word, Access, Publisher, Internet, Email, Outlook. 10 Key, Type 55 WPM		
Employment	2006 – 2008	A+ Academy	Dallas, TX
	Secretary		
	<ul style="list-style-type: none">• Answer phones, filing, data entry, mail delivery, customer service• Enrolled and withdrew students, managed all student files• Assisted attendance clerk in daily attendance accounting• Organized and orchestrated several school functions		
	2005 – 2006	Wells Fargo Bank	Diamond Bar, CA
	Operations Processor		
	<ul style="list-style-type: none">• Help bankers to meet critical deadlines while making sure they are compliant with state and federal laws.• Verify confidential information of customers for loan requests.• Hand out daily workflow while tracking employee workflow• Data entry and validation		
	2004 – 2005	Washington Inventory Service	La Verne, CA
	Inventory Specialist		
	<ul style="list-style-type: none">• Inventory department stores, grocery stores, and convenience pharmacy stores.• 10 key financial inventories, scan inventories		
	1999 – 2003	Regal Entertainment Group	Oceanside, CA
	First Assistant – Regal Cinemas		
	<ul style="list-style-type: none">• Manage all aspects of theatre operations, including money handling procedures, employee scheduling and supervisor of all assistant managers and staff.• Manage all payroll accounts and discretions, manage all employee files and records including conducting new hire interviews, complete new hire paperwork		
Education	1996	Glendora High School	Glendora, CA
	<ul style="list-style-type: none">▪ Computer Applications▪ Fashion Design		
	References Available upon request		

A+ Academy

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