

ANN MITCHELL

5599 Vision Quest Ct. Las Vegas, NV 89139 - 702-917-6130 (CEL)

QUALIFICATIONS Good customer and co-worker relations. Proficient in computer skills. Dependable and knowledgeable in all aspects of customer relations.

Experience

Administrative Assistant/Receptionist

March 2015 - November 2016

Titan HOA Management

1631 E. Vine St. #300

Kissimmee, FL 34744

Customer Care – Administrative Assistant, answering telephones, data entry, filing, training, mail, customer relations and office duties.

Administrative Assistant

November 2013 – March 2015

Community Management Professionals/Associa

4700 Millenia Blvd. Ste 515

Orlando, FL 32839

Administrative Assistant, Assisting Managers, answering telephones, data entry, filing, training, customer relations and office duties.

Administrative Assistant

August 2009 to May 2011 – Terra West Property Management

11135 South Eastern Ave Suite 120

Henderson, NV

Customer Care – Administrative Assistant, answering telephones, data entry, filing, training, customer relations and office duties.

Lead Customer Care Associate

April 2007 to August 2009 - Benchmark Association Services/Associa

1515 E Tropicana Ave. Suite 350A Las Vegas, NV

Customer Care - Answering telephones, data entry, filing, training, Administrative Assistant, customer relations and office duties.

Sales Associate

March 2006 - April 2007 - Kirkland's Home-Galleria Mall Henderson, NV

Floor sales, receiving, customer relations.

Education

1978 - High School Completed

1989 - Basic Computer Operations Including Excel, Microsoft Works, QuickBooks

Citrix C-3 Computer Program

Topps

Caliber

