

Margaret Spooner

1710 S. 1100 E.
Celestine, IN 47521
812-389-2488

Objective: To obtain long term employment in a positive, up lifting company that believes in the dignity, respect and compassion of others.

Functional Skills: Phone skills, Accounts receivable, Customer service, Documenting and checking incoming sales, Deposits, Scheduling, Computer skills, Filing, Copy and fax machines, Ten key pad, Adding machine, Supervising, Nursing duties, Honest, Hardworking, Dependable, Special education assistant, Charting, Post-op care, Surgery department duties.

Education: 1984: Northwest Iowa technical college, Sheldon, Iowa
Office Specialist

1982: Storm Lake High School, Storm Lake, Iowa
Health occupations class

Employment:

5/07 to 8/09 Krodel Wholesale: Accounts receivable: posting payments, A.R. reports, customer service, checking in drivers, handling money, posting routes, deposits, Receptionist duties.

3/03 to 5/07 Patoka Valley Podiatry: Medical assistant: Patient interaction X-Rays, Updating personal information, Casting for orthotics. Receptionist duties

5/01 to 3/03 ST. Joseph's hospital, Center for wound healing: receptionist duties, nursing assistant.

Personal References:

Dr. Andrew Radar: 812-634-2778

Dr. M. Nunamaker: 812-634-2778

Mike Zehr : 812-678-2814

