

Leona Turner Rowland

Fort Smith, AR 72904

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+479-392-4758

Work Experience

Receptionist

Pass Word - Spokane Valley, WA

February 2022 to April 2022

811 Call before you dig locator, and Dr.s /farmers receptionist.

Cook

Nom Nom - Spokane Valley,

WA October 2021 to April

2022 Cook for gas station.

Machine Operator

Newell Rubbermaid - Maryville, TN

October 2016 to September 2017

Mass produced and labeled sharpie markers.

Nurse's Aide

Foundations - New Paris, OH

May 2010 to April 2011

Assistant to nurses attending to patients with disability needs.

Education

GED

Ivy Tech Community College - Richmond, IN

Skills

- Phone Etiquette
- Machining
- Medical Office Experience
- Clerical Experience
- Assembly

- Front Desk
- Microsoft Word
- Host/Hostess
- Multi-line Phone Systems
- Cleaning Experience

Certifications and Licenses

Food Handler Certification