

Parker Loedley
258 Hill St #3
Manchester, Iowa 52001
563-555-7839

Objective

Entry level receptionist position in a medical office; my long term goal is to work in medical transcription.

Education

Eastern Iowa High School, Durango, Iowa
Diploma
May 2009

Relevant Courses

Typing, Biology, Community College Computer Courses

Experience

Customer Service Associate, CONTACT Telemarketing, August 2007 to May 2009

- Promoted company products and services
- Cold-called potential customers

Skills

Proficient in Microsoft Office Programs, Excel, PowerPoint, and Internet

References

Jered Schroder
Manager
CONTACT Telemarketing
867-530-3905

Marton Averquinn
Teacher Computer Skills
Eastern Iowa High School
638-588-9477