

A J A P A Y N E

ABOUT ME

An extremely motivated individual to constantly develop my skills professionally. I am confident in the qualities I bring to a team. I am highly results and goal oriented.

EDUCATION

2011 - 2015 • Robbinsdale Armstrong HS
Diploma

2017 - current • Eastern Gateway
Community College
Associates of Business Management

EXPERIENCE

2018-2020

Park Nicollet

Medical Receptionist

- Schedule Appointments, document service requests and manage in basket task.
- Answer calls in a timely, pleasant and professional manners
- Manages Doctors schedules

2017

Gaggle Safety (Remote Contract)

Student Safety Representative

- Analyzing student activity for inappropriate content, determine if a filtered item indicates a threat to a students well-being

2017- Current

Freelance

- Basic Graphic Design
- Photoshop
- Business card creation
- Business Photography

2014-2015

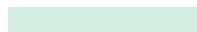
Genesys Works

Intern & Student Ambassador

- Learned technical skills in information technology and business operations.
- Provided valued service to a Fortune 500 company

SKILLS

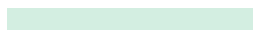
Slack



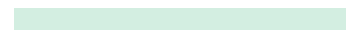
Microsoft Word



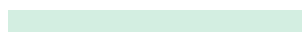
Illustrator



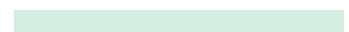
Photoshop



Customer Care



Initiative and



Problem Solving