

Melisa Sue Lacy

P.O. Box 236
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(765) 385-2210
melisalacy@yahoo.com

Objective A dynamic position in a customer oriented organization-utilizing skills in document processing, customer service, and business administration.

Education Ivy Tech State College, Lafayette, IN 47903 Expected May 2004
Associate of Applied Science, Business
Specialties:
Office Administration
Software Applications

Work

Experience Country Care Nursing Center Williamsport, IN 47993 July 1999-Present

- Dietary AM Cook
Supervised 6 to 9 employees, make sure that objectives are completed by the due time.
- Receptionist
Work with accounts receivables, accounts payable, and managed files.

Skills & Abilities

Microsoft Word	Document processing
Microsoft Excel	Multiline telephone
Microsoft Publisher	Customer service
Adobe Photoshop	

Activities Volunteer Work September 1996-Present
Country Care Nursing Center
Art Club
Seeger High School August 1999-2001

References

Dori Benting, Social Services
Country Care Nursing Center
3915W 300N
Williamsport, IN 47993

(765) 762-6111

Amy Black, need title
Need Information
Need information
Need information

Need information

Tammy Watkins, Bookkeeper
Country Care Nursing Center
200 Short Street
Williamsport, IN 47993

(765) 762-6111

Linda Lucas, Actives Director
Country Care Nursing Center
200 Short Street
Williamsport, IN 47993

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