

Sarah E. Keitges

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## Profile

I have been a stay at home parent since 2010.

I have been a distributor for AdvoCare , a health and wellness company since 2012.

I am currently working toward continuing my education in Nutrition.

## Experience

Receptionist Odessa Christian Faith Center; Odessa Texas 2004-2006

Managed receptionist area, including greeting visitors and responding to telephone and in office requests. Responsible for many office clerical duties, preparing Purchase Orders, filing, and computer input.

Training Coordinator and Wait Staff, Harrigans; Odessa, Texas 2007-2008

Responsible for training new employees on the wait staff. Worked as a front desk hostess and reception, kitchen expeditor, staff cashier, and waitress.

Office assistant Naidu Clinic; Odessa, TX 2008-2009

Converted all physical patient files into electronic files. Verified patient insurance, checked in patients, fulfilled errands for office manager, corresponded with other doctors and staff in our building, filing, and front desk.

Cashier and Reception- About Cash Odessa & Midland, TX 2010

Responsible for greeting customers in person and over the phone, cashier for payments and new loans, verified bank accounts and employment of loan customers, created office checklists, organized file system, and customer payment reminder phone calls.

Education: Texas Bible Institute 2006-2007: Completed courses in Biblical education.

Skills: Organization, time management, multi-tasking, research, collaboration, teaching, supervision, and coordinating events.