

Steffanie Mae Laslo

Objective

In the near future, I plan to secure a position at the Merit Corporation while pursuing a bachelor's degree in business.

Professional Attributes

- Focused with a mature attitude, positive outlook, and confident personality
- Impeccable organization skills, telephone etiquette, and time management
- Dependable and goal oriented with the ability to analyze situations and make quick decisions
- Exceptional people skills and customer service

Education

Windsor High School, 1100 W. Main Street, Windsor, CO 80550

High School diploma expected May 2005

3.78 Cumulative GPA/Ranked 26 out of 192 students

National Honor Roll 2000-present, National Honor Society 2004-present, Academic Letter 2003-2005

Advanced classes: 19 University of Northern Colorado credits in College U.S. History, Composition, Literature, Algebra and Trigonometry and 10 Aims Community College credits in Calculus I and II

Work Experience

Women's Clinic of Greeley, 2410 16th Street, Greeley, CO, Supervisor: Ms. Stacey Hall, 970-352-6353

Employed August 2004-present

Receptionist Duties

- Answering multi-line phones, screening calls and scheduling patients in a 5-physician practice
- Checking in patients, preparing insurance information and collecting co-pays
- Completing medical transcriptions and office supply orders

Inta' Juice, 1261 Main Street, Windsor, CO, Supervisor: Mr. Dean Burden, 970-674-9495

Employed October 2003-August 2004

Shift Leader Duties

- Supervised employees to produce fruit smoothies to customer specifications
- Memorized over 50 smoothie recipes, vegetable drinks, and operation of machines
- Safeguarded \$500, completed accurate money transactions and deposit slips, and processed inventory

Technology Skills

- Microsoft applications including Word, Excel, PowerPoint, Internet Explorer
- Misys Tiger and EMR; software applications for medical records, scheduling and transcription equipment
- Production of spreadsheets, graphs, and presentations
- Printers, copiers, scanners, fax and postage machine

Community Service

9News Health Fair, April 2004

Walk for Diabetes, May 2004

Crop Walk, October 2003 and 2004

Windsor Optimist Easter Egg Hunt, April 2004

Halloween Hustle, October 2004

WHS Cancer Patient Fundraiser, September 2004

Halloween Carnival for Denver Indian Association, October 2004

Children's Ministry at Vineyard Church of Fort Collins, August 2000-May 2001, August 2004-present

Activities/Awards

Future Business Leaders of America 2003-2005

FBLA District Leadership Conference 2004-2005, State Conference 2004

The Windsor Dance Project December 2003-2004

Windsor High School Dance Team April 2004-2005, 4A State Academic Champions 2004-2005

High School Cheerleading April 2001-March 2003, Varsity Letter 2002-2003