**Tenancy Admin – 20XX - Present**

Raccoon City Property Management

* Processing tenancy agreements for new tenants
* Preparing tenancy tribunal documents for tribunal hearings
* Arranging maintenance and repairs on homes
* Booking appointments for 3monthly housing inspections

**WORK HISTORY**

Client relations

Tenancy policy

(feel free to add or remove boxes)

Receptionist duties

Processing claims

Scheduling appointments for clients

**AREAS OF EXPERTISE**

Receptionist duties

Email macros & calendar management

Data Entry

Excel Formula & Design

 🖃 Vickers@stars.com🕻 0212345678  linkedin.com/in/BradVickers

Analytical with a dash of creativity with 5 years of Admin experience, data entry and client centric communications. Proven capabilities to handle the day-to-day business of Administrative, financial and client support within medical and tenancy management.

**Brad Vickers**

Administration

**Cashier/Fast Food Crew Member – 20XX – 20XX**

Burger Kong

* Opening and closing of Restaurant
* Cash Handling and POS systems
* Prepping Food for customers and taking orders
* Cleaning and maintaining a tidy restaurant

**Medical Receptionist – 20XX – 20XX**

Raccoon General Hospital

* Triage assessment on patients to determine urgency for their need for treatment.
* Booking patients for check ups via use of database software
* De-escalation of angry of stressed patients
* Answering phone and email queries in waiting room

 Available on request

**REFERENCES**

* Pottery Making
* Film
* Hiking
* Bass Guitar

**HOBBIES**

**Raccoon Highschool**

Level 3 Cert in Home Eco Achieved

Level 3 Computing with Mert Achieved

**Full Class 1 Drivers licence**

**LICENSES & QUALIFICATIONS**

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**Brad Vickers**

Administration