

447 Spencer Rd
Toledo, WA 98591
(360)270-9284
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LILLIAN THORPE

SKILLS

Communication, Leadership, Customer Service, Problem solving, Attention to detail, Social Skills, Typing/Computer skills and outgoing.

EXPERIENCE

Mrs. Beesleys, Toledo, WA – Cook/Cashier

April 2014 – August 2018

- Prepared meals for customers.
- Took payment and count change back.
- Janitorial duties.

Maurices, Chehalis, WA – Stylist

September 2018 – April 2019

- Helped customers with their shopping needs.
- Organized and sorted clothing for back stock.
- Worked the register.

Washington Orthopaedic Center, Centralia, WA – Receptionist

October 2019 – Present

- Answer phone calls.
- Enter in referrals and schedule appointments.
- Help patients with their needs.
- Organization with office supplies.
- Computer skills.
- Able to type at a fast pace.

EDUCATION

Toledo High School, Toledo, WA – High School Diploma

September 2014 – June 2018

Took all the required classes. I had been in a computer skills class where I was certified in multiple software programs.

Charter College, Lacey, WA– *Medical Assistant*

September 2018 – June 2019

Medical Terminology, Phlebotomy, Computer skills, First Aid/CPR

AWARDS

Captains leadership award for cheerleading, Microsoft Office certified, Rachel Philips scholarship, Perfect Attendance in College, President's award for 4.0 GPA.