

Parker Loedley  
258 Hill St #3  
Manchester, Iowa 52001  
563-555-7839

**Objective**

Entry level receptionist position in a medical office; my long term goal is to work in medical transcription.

**Education**

Eastern Iowa High School, Durango, Iowa  
Diploma  
May 2009

**Relevant Courses**

Typing, Biology, Community College Computer Courses

**Experience**

Customer Service Associate, CONTACT Telemarketing, August 2007 to May 2009

- Promoted company products and services
- Cold-called potential customers

**Skills**

Proficient in Microsoft Office Programs, Excel, PowerPoint, and Internet

**References**

Jered Schroder  
Manager  
CONTACT Telemarketing  
867-530-3905

Marton Averquinn  
Teacher Computer Skills  
Eastern Iowa High School  
638-588-9477