

321 BIRDIE LANE APT# 201 • LOWELL, AR 72745 •  
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## KRIS R. CHANDLER

### OBJECTIVE:

I have a variety of experience in different areas. My most recent experience is in the administrative field. I also have a very good background in the business and finance field so I'm very confident I would be a great employee in any area of business. I'm looking to expand my knowledge in all areas to take into the future.

### EXPERIENCE:

Jul 2007- Dec 2007      Wal-Mart Corporate Office      Bentonville, AR  
*Call Center Associate/Career Preference*

Answered phone calls from managers around the country.  
Assisted all managers in questions or concerns with Career Preference.

Dec 2007- Apr 2008      Wal-Mart Corporate Office      Bentonville, AR  
*License Compliance Associate*

Called different agencies to get licensing applications for the stores.  
Filled out the applications before the due date.  
Mailed the applications back to the agencies.  
Sent out the Licenses to all the stores.

Jan. 2007 - June 2007      Chandler Family Practice      El Paso, TX  
*Doctor's Assistant*

Scheduled appointments for patients.  
Kept track of the payroll.  
Took payments/Cash Handling.  
Filing/Bookkeeping.  
Inventory.

Summer 2005-Nov.2006      Vermejo Park Ranch      Raton, NM  
*I had a variety of duties with this position.*

Cooked dinner and lunch for all guests on the ranch.  
Gave tours around the lake to guests.  
Patrolled the lakes on the property.

Jan. 1999 - Mar. 2004      Covenant Medical Center      Lubbock, TX  
*Medical Administrative Assistant*

Filed paperwork, labs, surgical and x-ray reports.  
Put together charts.  
Kept track of medical records.  
Keyed in doctors' orders in the computer.  
Did inventory of medical supplies on the floors.

Feb. 1997 - Dec. 1998      Crosbyton Clinic Hospital      Crosbyton, TX  
*Administrative Assistant*

Filed X-rays,  
Filed CT scans  
File EKG's.  
Put together reports for the doctor's.

#### EDUCATION:

1997-1999      South Plains College      Levelland, Texas  
*Associates Degree/Business Administration*

#### EXTRACURRICULAR ACTIVITIES:

##### **Member of Phi Beta Lambda:**

A business fraternity at South Plains College. Our fraternity went to the state finals in Accounting and Economics. We also went to the National Business meet in Chicago in 1999.

#### REFERENCES:

Pauline Lacisiter  
Team Manager/ Licensing Compliance  
(479) 204-2280 (work)  
(479) 531-5004 (cell)

Gail Hutcheson  
Senior Instructional Designer  
(479) 277-3485 (work)  
(479) 685-7395 (cell)

Sandy Good  
Senior Licensing Compliance Coordinator  
(479) 204-2258 (work)