

Heather Becnel

522 Rienzi Drive, Laplace, Louisiana 70068

EDUCATION

2007 Graduate of Riverside Academy
Reserve, Louisiana

EMPLOYMENT

2008-Present Environmental Engineering Services, Inc. LaPlace, Louisiana
Administrative Assistant
Assistant to Owner and Engineers in technical reports and
specification preparation
Data Entry
Bookkeeping and Payroll

2006-2008 Hunter Medical Systems, Inc. Kenner, Louisiana
Data Entry Clerk
Data Entry
Answered Telephones
Responsible for Company Mail

SKILLS

Knowledge of QuickBooks Pro, Microsoft Office, 10 Key, Adobe Acrobat, Types 70
Words per Minute