

# **Sandra Ardon**

Receptionist

W: <http://www.worky.com/sandra-ardon>

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## **Sandra Ardon's Professional Experience**

2009 - 2011 **The Salvation Army - Receptionist / Security Attendant**

Assisted clients with any questions and issues, distributed medication as instructed on medical bottles. Answered multiple incoming calls, also performed general office duties.

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## **Sandra Ardon's Education and Qualifications**

2011 **Certificate - , Business Management, General office  
Los Angeles Job Corps**

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## **Sandra Ardon's Additional Information**

### **Links**

**Linkedin Profile - <http://www.linkedin.com/pub/sandra-ardon/44/585/440>**

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