

# Looking for a New Career?

There are many different types of Jobs.

**Which one do you want?**

Dispatcher

Hospital Intake Clerk

Material Techs./File Clerks

Collections Representative

Receptionist/ Secretary Clerk

Call center Agent

Medical Records & Billing

Online Customer Support

Hotel Front Desk Clerks/

Financial Investment Center Rep.

Concierge

Personal Assistant

You can dramatically improve your life  
with one of these Certificates

**Customer Service & Supply Chain Technician—CSSCT**

## **ACADEMICS**

**Microsoft Office (Excel, Word)**

**Time Management**

**Conflict Management Skills**

**Problem Solving**

**Resume building & Job interviews**

**Send Emails (Outlook)/Searching**

**Resume building & Job interview**

**Cash Register Operation or**

**Supply Chain (Logistics)**

**Communication & Listening Skills**

**Telephone Skills**

**Where can you get this training to improve you life?**

Suite 657

3150 Mercier St.

Kansas City, Mo. 64111

Phone:**816-216-6075**

Fax:816-541-4537

Email:ronald@businesstrainingkc.com

**Business**

**Training KC**



**Tour days are Tuesday/Thursday @1:15pm**  
**Call to schedule your time TODAY!**