

Objective

To obtain a position within a productive company that will provide growth and advancement opportunities and will utilize the skills possess.

Skills

Microsoft Office, Customer service.

Work Experience

Lead Customer Service Rep III

ABC Corporation - October 2008 – October 2015

- Coordinated patient care upon discharge.
- Responsible for Opening and Closing procedures.
- Handled all money for safe including bank transfers.
- Responsible for inventory counts and employee.
- Kept store clean and stocked while working cash register and lottery.
- Checked in vendors and put up trucks.
- Assisted in managers duties including ordering needed product, audits and EOD paperwork.

Lead Customer Service Rep

Delta Corporation - 2006 – 2008

- Trained in various audits including Lottery, Tobacco and Beer.
- Promoted after 1 year of service and received the highest pay increases available.
- Waste Management Answer incoming calls to process delivery/pick up requests for dumpsters and portable toilets and other related equipment and service requests.
- Provide written and verbal quotes for all equipment for construction and special events.
- Answer general invoice and account questions.
- Process permit letters, handle w-9 and insurance requirement requests.
- Sell services.

Education

Certification in medical - (WATTERSON COLLEGE - San Marcos, CA)