

# Robin Ballengee

## Job Seeker

Mount Vernon, OH 43050

[nillaicekweenbish@gmail.com](mailto:nillaicekweenbish@gmail.com)

+1 740 390 2525

Dedicated Customer Service professional with 5+ years experience providing exceptional customer support. Proven track record of resolving issues efficiently, building strong customer relationships, and exceeding performance targets. Skilled in active listening, problem-solving, and effective communication.

Authorized to work in the US for any employer

## Work Experience

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### General Utility

Alcove Restaurant - Mount Vernon, OH

August 2023 to December 2023

- Expertise in several areas of the business, possessing a skill set that can accommodate many different tasks.
- General utility and organizational capacity in kitchen
- Dishwasher
- Dry and put in correct placement in kitchen.
- Janitorial tasks in kitchen, dining area and restrooms.

### Housekeeping

Super 8 Motel - Mount Vernon, OH

February 2022 to June 2022

- Hotel housekeeping with customer service skills and a focus on cleanliness to ensure customer satisfaction.

### Carpalleys

Carpalleys - Mount Vernon, OH

June 2021 to December 2021

I prepared food for the cooks to cook for both the bar and dining room.

I waited tables , handled their cash accordingly.

I closed the store so I was responsible for cleaning up by doing things like dishes to mopping and sweeping.

### Daycare

Self employed - Mount Vernon, OH

April 2017 to July 2019

I watched peoples kids before and after they went to school. Took care of each of their needs, from infant to toddler.

## **Waitress**

Buffalo Wild Wings - Mount Vernon, OH

January 2017 to February 2017

I served each customer food prepared by kitchen staff. Maintained a clean workplace and dining area. Handled cash .

## **Wendy's Crew Member**

Wendy's - Mount Vernon, OH

May 2016 to July 2016

I was a cashier, handled customers cash. Ensured a clean work environment.

- Answered customer questions
- Maintained a positive relationship with coworkers
- Worked well in a fast-paced, high pressure environment
- Greeted and served customers

## **Assembly Line Worker**

Alene Candles - New Albany, OH

November 2015 to March 2016

• Integrated in a fast-paced production environment and worked on assembly line making candles, ensuring quality products are shipped to customers

## **Clerk**

United Dairy Farmers - Mount Vernon, OH

May 2012 to November 2015

- Provided excellent customer service and went above and beyond to ensure customer satisfaction.
- Clerk at gas station, where I was able to interact with customers and engaged them in conversation. I learned a lot about how customers perceive our company and how we could improve.
- Maintained a clean, safe, and friendly environment by interacting with customers on a daily basis and resolving customer service issues.

## **Sandwich Artist**

Subway - Mount Vernon, OH

April 2011 to November 2011

I made each customer happy by making 6 inch and foot long subs each catered to each customers desire on how they wanted their sandwich made. Each sub carefully made in a timely manner, and a clean environment for the customer to enjoy their food .

## **Education**

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### **High school diploma**

Fredericktown High School - Fredericktown, OH

June 2008 to August 2011

## **Skills**

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- Quality Inspection

- Packaging
- Assembly
- Warehouse Experience
- Microsoft Word
- Toddler Care
- Food Preparation
- Laundry
- Cleaning Experience
- Assembly line
- WordPress (2 years)
- Customer service (5 years)
- Blogging
- Adobe Illustrator
- Infant Care
- Childcare
- Food Production
- Web Design
- Retail Sales
- Graphic Design
- Typing
- Windows
- Assembly
- Cash handling
- AI
- Cash register
- Blogging
- Graphic design
- Web design
- Typography
- Social media management
- Digital design
- Retail sales

## Languages

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- English - Fluent