

MADELINE LIPPERT

CUSTOMER SERVICE REPRESENTATIVE

Charlotte, North Carolina | 704-644-9414 | LippertMadeline@gmail.com

PROFILE SUMMARY

Professional and knowledgeable Customer Service Representative with over a decade of experience. Highly efficient and accurate with strong problem-solving, communication and organizational skills. Dedicated to service excellence, client satisfaction, and team collaboration.

PROFESSIONAL SKILL

Approachable
Team player

Customer Service
Communication

TECHNICAL SKILL

Adobe Programs
Project
Management

Design
Copy Writing

EDUCATION

Myers Park High School 2006 – 2010

Associate in Arts/ General Education 2010– 2012
Central Piedmont Community College

Associate in Applied Science/ Advertising and Graphic Design 2020 – Current
Central Piedmont Community College

WORK EXPERIENCE

Fact Checker May 2020 – Current
Appen

- Verifying information in media reports.
- Research and copywriting.
- Performed routine fact checking duties to ensure accuracy of recorded data.

Chiropractor Assistant March 2019 – March 2020
ProHealth & Wellness

- Assisted office manager with filing and tracking insurance claims as well as outstanding receivables from other patients.
- Responsible for organizing appointment schedule each day and keeping doctor updated on status of each appointment.
- Assisted doctors in performing non-invasive techniques primarily dealing with electronic stimulation.