

CHANDRA MCGUIRE

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EXPERIENCE

December-2013 – current **Abner Self-Publishing** London, KY

Owner and Operator

- I help people self-publish their books
- Formatting manuscripts
- Create cover artwork
- Submit and order hard copies using a 3rd party publishing site and digital sales through Amazon

July 2019 - Oct 2019 **Maximus** London, KY

Customer Service Representative

- Customer Service
- Inbound calls for Medicare prescription drug plans

July 14 – Nov 14 **Apple** Work From Home

Customer Service Representative

- Troubleshooting iOS technical problems
- Selling/ upselling products and services.

Oct 13- June 14 **Comfort Keepers** Somerset, KY

Personal Caregiver

- Staying 24 hour shifts
- Caring for the needs of elderly in their home
- Non- medical care

July 13- Oct 13 **Xerox** London, KY

Customer Service Representative

- Taking inbound calls for Xerox/Direct Express Debit Card Services

July 12- Oct 12 **CSC** Barbourville, KY

USCIS Operator

- Taking inbound calls for immigration.

May 12- Oct 12 **Comfort Keepers** Lexington, KY

Personal Caregiver

- Staying 24 hour shifts
- Caring for the needs of elderly in their home
- Non- medical care

Oct 10- Dec 10 **Senture** London, KY

Customer Service Representative

- Working with a team
- Enrolling seniors for their 2011 prescription drug plans.

Feb 09- Jan 10 **East TN Personal Care** Knoxville, TN

Personal Caregiver

- Staying 24 hour shifts
- Caring for the needs of elderly in their home
- Non- medical care

June 08 – Feb 09 **Vangent** Corbin, Ky
Customer Service Representative

- Customer Service
- Inbound calls for Medicare prescription drug plans

Feb/07- June 08 **Home Instead Senior Care** Lexington, Ky
Personal Caregiver

- Staying 24 hour shifts
- Caring for the needs of elderly in their home
- Non- medical care

Aug/05 – Jan/07 **EKU/ C-Store** Richmond, Ky
Manager

- Counting register after shifts
- Cash drops daily to company safe
- Responsible for ordering weekly stock
- Weekly inventories
- Opening in mornings and locking up in evenings

EDUCATION

- **2001** GED
- **2001** graduated the CAP Job Start Program with certificates in computers and communications.
- **2010** Somerset Community College
- **2013-2015** Fort Hays State University
- 90 credit hours completed in the field of Psychology
- **2021** Web Development Coding Bootcamp through the Workforce Development Board of South Central Kentucky