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| R  **Amber Revels**  725-212-3899  Girlsloveroses16@gmail.com  Las Vegas, NV 89108 | Summary  Personable and dedicated Customer Service Representative with extensive experience in Communication. Solid team player with upbeat, positive attitude and proven skills in establishing rapport with clients. Motivated to maintain customer satisfaction and contribute to company success. Specialize in quality, speed and process optimization. Articulate, enthusiastic and results-oriented with demonstrated passion for building relationships, cultivating partnerships and growing businesses.  Skills   |  |  | | --- | --- | | * Home care * Inventory * Laundry * Marketing | * Facility maintenance * Basic maintenance skills * Inventory tracking |   Experience  Inventory Specialist Las Vegas, NV  Rgis Llc\_corporate/ Feb 2019 to Jan 2020   * Verified prices and computed totals to complete accurate invoices. * Coordinated inventory, stocking, and ordering. * Controlled inventory to eliminate expenses and ensure optimal stock.   Maintenance Facility Worker Las Vegas, NV  Silver State Transportation/ Mar 2018 to Feb 2019   * Maintain cleanliness of bus or motor coach. * Make minor repairs to vehicle and change tires. * Maintained safety protocols through proper, cost-effective and safe handling of equipment, chemicals and material usage. * Followed proper handling procedures for chemical cleaners and power equipment to prevent damage to floor and fixtures.   Sales associate Las Vegas, NV  Macy's/ Jun 2017 to Oct 2017   * Answer customers' questions about merchandise and advise customers on merchandise selection. * Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases. * Take inventory or examine merchandise to identify items to be reordered or replenished. * Pack customer purchases in bags or cartons. * Stock shelves, racks, cases, bins, and tables with new or transferred merchandise. * Stamp, attach, or change price tags on merchandise, referring to price list. * Clean display cases, shelves, and aisles. * Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.   Sales representative Las Vegas, NV  Mca Leads/ Mar 2017 to Jul 2017   * Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes. * Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to make a donation. * Explain products or services and prices, and answer questions from customers.   Warehouse associate Downey, CA  Mach 1 Global Services, Inc/ Feb 2016 to Nov 2016   * Receive and count stock items, and record data manually or using computer. * Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards. * Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas. * Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.   Home health aide Inglewood, CA  Destiny Home Health Services, Inc/ Feb 2013 to Apr 2015   * Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine. * Check patients' pulse, temperature, and respiration. * Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming. * Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care. * Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets. * Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship. * Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.   Education and Training  GED: English  Compton Adult School 2014  Compton, CA  GPA: 3.8 |