

Jazmyne Barras

Alta Loma, CA

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WORK EXPERIENCE

Warehouse Associate

Amazon - San Bernardino, CA - November 2014 to December 2014

Responsibilities

Pull, pack and ship orders

Inspect goods for defects and damages

Organize space in the warehouse and perform cleaning duties

Check spools on work orders

Restock materials as and when required

Process and package goods in a time efficient manner

Skills Used

Time management

Fast thinking

Customer Service Representative/Call Center

Cloud Marketing - Rancho Cucamonga, CA - August 2014 to September 2014

Responsibilities

Obtains client information by answering telephone calls; interviewing clients; verifying information. Determines eligibility by comparing client information to requirements. Establishes policies by entering client information; confirming pricing. Informs clients by explaining procedures; answering questions; providing information. Maintains communication equipment by reporting problems. Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures. Updates job knowledge by studying new product descriptions; participating in educational opportunities. Accomplishes sales and organization mission by completing related results as needed.

Skills Used

Sales, phone skills, computer skills and multitasking.

Clerk

Appleone - San Bernardino, CA - May 2014 to June 2014

Responsibilities

Ballot Duplication

Counting ballot inventory

Skills Used

Being very careful not to make any mistakes while moving at a fast pace.

Customer service representative

Los Angeles newsgroup - Covina, CA - June 2010 to August 2012

Answering high volume of calls, solving customers problems, collecting payments via telephone, sending and receiving emails

Cashier and Customer Service

Bass pro shops - Rancho Cucamonga, CA - September 2007 to May 2008

Customer services and cashiering

Office Assistant

Tdm inc - Rancho Cucamonga, CA - January 2005 to May 2007

Answering phones, filing papers, and running errands

EDUCATION**N/A in General studies**

Chaffey community college - Rancho Cucamonga, CA

2013 to 2016