

Haley Killingsworth

Customer Service Coordinator

5020 Indian Creek Pkwy
Overland Park, KS 66207
(513) 510-9541
killingsworth.haley@gmail.com

SUMMARY

Reliable, eager, and upbeat individual looking for a long-term career, in which I can harness my five years of customer service experience and 2 years of experience working in an office.

EXPERIENCE

Pooches Paradise, Kansas City, MO — Receptionist

JANUARY 2023 - PRESENT

Responsible for scheduling of all incoming patients/dogs. Logging of patient data including luggage, intake forms, records, doctor information, contracts, and temp tests. Maintaining appropriate patient data as it concerns billing, personal information, sensitive security information, etc. Communicating with superiors on a regular basis as to industry standards vs. individual practices. Providing excellent customer service to furry and non-furry friends.

Sioux Chief MFG, Peculiar, MO — Solderer/Assembler

JANUARY 2022 - JANUARY 2023

Coordinated assembly of copper plumbing parts. Developed teamwork skills by assisting coworkers in the process of developing the product. Upheld strict quality and safety standards during production.

PanAsian Market, Overland Park, KS — Sales Associate

MARCH 2021 - AUGUST 2021

Ensured customer satisfaction by answering customer questions quickly and respectfully. Helped customers learn about new products available to them for purchase. Ensured customer satisfaction with the products and services provided.

Amazon.com, Hebron KY, Akron OH — Warehouse Associate

APRIL 2020 - DECEMBER 2020

Collected usable, high quality parcels from the production line and organized parcels based on the filing system of each production line. Cooperated with coworkers to properly organize parcels. Transported parcels via industrial warehouse equipment from inbound through the production line, to outbound

EDUCATION

Johnson County College, Overland Park, KS — Animation

JANUARY 2022 - PRESENT

Studied how to utilize various industry-standard software programs to model and animate for real world applications such as three dimensional rendering of sets for video games and other media

Kent State University, Canton, OH — Animation Game Design

JANUARY 2020 - DECEMBER 2021

Studied industry-standard software such as Photoshop, AutoCAD, Inventor, Inkscape, Illustrator, and Premier Pro, and earned basic industry standard practices for working with all of the above.

SKILLS

5 Years Customer Service
Ability to Learn Quickly
Excellent Coordination
Good People Skills
Safety Conscious
Efficient Decision Making
Detail Oriented
Encouraging
Thorough Communication
Team Collaboration
Individually Motivated

ORGANIZATIONS

LAUNCHCODE KC

Currently learning industry standards of programming Languages

FIRST Robotics Competition

Maintained an alumni mentorship and volunteer position as needed

Summit Technology Academy

Attended the Digital Media Technology program and received NOCTI certification

KC Renaissance Festival

Maintained a volunteer position on an annual basis consisting of directing guests and ensuring satisfaction

LANGUAGES

English
(Some) Korean
(Some) French

