

Joseph White  
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FRAGRANCE CONSULTANT

Licenses  
Phlebotomy Certification 2014  
Electrocardiogram Certification 2014

Skill Highlights  
Accomplished in hematology  
Laboratory diagnostic equipment  
Sample checking  
Quality control procedures  
Strong work ethic

Professional Experience  
Fragrance Consultant

11/2013  
to  
12/2013  
Company Name  
City

,  
State  
Greet Clients, Provide knowledgeable service to clients, communicate product knowledge, sales.

Office Manager  
06/2007

to  
06/2012  
Company Name  
City

,  
State  
Managing sales team.  
Organizing daily logs.  
Receiving and processing customer requests.  
Customer service and sales activities.  
Managing and inputting payroll.  
Job quality control and monitoring.General assistance/administrative support for the owners of the company.

Customer Service  
01/2006

to  
04/2007  
Company Name  
City

,  
State  
Customer Service,Trouble Shooting products, Direct Selling, Customer Support, Accounts management.

Education and Training  
Certification : Phlebotomy Technician

2014  
Arkansas College of Health Careers  
City

,  
State  
,  
United States

Electrocardiogram Technician  
2014  
Associate of Arts

:  
General Studies  
2010  
Arkansas College of Health Careers  
City

,  
State  
,  
United States  
General Studies  
Pulaski Technical College  
City

,  
State  
,  
United States  
Skills  
administrative support, Clients, Customer Service, Customer Support, Detail oriented, Direct Selling, filing, Hematology, Managing, Medical coding, Organizing, payroll, Phlebotomy, processing customer requests, quality control,

Receiving, sales, specimen collection, Technician, Trouble  
Shooting