Ayaan Sheikh-Noor

7730 S.W. 88th Ave.

Portland, OR 97223

Mobile Phone: (405) 698-7960

Home Phone: (971) 255-0649

E-mail: ayaansn@gmail.com

SUMMARY

I have several years experience as a customer service representative, sales representative, and a medical representative. I have skills ranging from medication administration to clerical and data entry. I can type 60+ WPM, and I am proficient in Microsoft Office. I am interested in the medical, customer service, data entry, or sales field. I am currently in school as a double major in chemistry and environmental science.

WORK EXPERIENCE

**Sales/Customer Service Supervisor**

May 2012 - January 2013

Redhat Marketing | Moore, OK

• Sales (renewing current business owner's phone lines into a new contract)   
• Up sell new products

• Order Processing Supervisor  
• Customer Service and Sales Supervisor/Trainer

Skills: Customer Service Skills Training, Sales Training, 10 Key, Microsoft Office Excel, Microsoft Outlook, Microsoft Word, Data Entry, running multiple programs at once

**Server**

February 2011 - May 2012

Traditions Spirits | Norman, OK

• Serve, clean, dishwasher, and food preparer   
• TIPs Certified   
• Trainer

**Insurance Customer Service/Mail Order**

October 2010 - January 2011

United Health Group | OKC, OK

• To provide customer service to United Health Group patients, and to mail order their prescriptions.

Skills: 10 Key, Microsoft Office Excel, Microsoft Outlook, Microsoft Word, Data Entry, running multiple programs at once

**Sales** **Representative/Trainer/Supervisor**

January 2010 - August 2010

Redhat Marketing | Moore, OK

• Sales (renewing current business owner's phone lines into a new contract)   
• Up sell new products   
• Trainer & Supervisor

Skills: Customer Service Skills Training, Sales Training, 10 Key, Microsoft Office Excel, Microsoft Outlook, Microsoft Word, Data Entry, running multiple programs at once

**Customer Service Supervisor/Sales**

February 2008 - February 2009

Sitel Operating Corporation | Norman, OK

• Customer service for inbound credit cards for Chase Bank   
• Top Sales in credit cards (average 2/day; I made 9/day, top was at 24)   
• Supervisor on call   
• Trainer

Skills: DOS related system, running multiple programs at once, phone system, data entry, supervisor

**Cash Operations /Customer Service Supervisor**

October 2007 - February 2008

Circuit City Stores, Inc. | Norman, OK

• Customer Service in sales, computers, entertainment, etc.   
• Return Counter   
• Cashier, cash operations: open and/or close store

Skills: Cash operations

**Certified Nursing Assistant (CNA)/Data Entry**

June 2006 - October 2007

Oklahoma Department of Veterans Affairs | Norman, OK

• Long Term Care nursing assistant for 50 residents per day   
• Performed basic needs, etc., to patients in facility   
• Clerical & Patient Data Entry

Skills: Data Entry, Long Term Care, Home Health, Medication Administration Technician

EDUCATION

Some College Coursework Completed, Chemistry, Environmental Science

Rose State College | Midwest City, OK

CERTIFICATION

Certified Nursing Assistant

June 2006

Moore Norman Technology Center - South Penn Campus | Oklahoma City, OK

I have received certification in long term care, home health, and medication administration technician.

SKILLS SUMMARY

|  |  |  |  |
| --- | --- | --- | --- |
| Data Entry, 60 WPM, 10 Key, DOS related software, cash operations, Microsoft Office products, customer service training, sales training, long term care certified, home health certified, medication administration technician certified, TIPs certified, team lead, and supervisor/managerial experience.  References:  Justin R. Reeves, Redhat Marketing Supervisor  (405) 496-8534  Stephanie Preble, Owner Operator  (503) 706-8764  Philip Pope, UPS  (405) 550-7188 | | |  |
|  |
|  |
|  |
|  |
|  | |