

Alizandria M. Chambers

(808) 271-7746

ALI.CHAMBERS18@GMAIL.COM

Summary : A Virtual Assistant who has a strong attention to detail, who is highly organized, and has a strong work ethic.

Experience: Sitel, April 2022-Present Remote

Live Chat Representative

- Provide concise information for customers' concerns.
- Ability to multitask and problem solve.
- Being detail oriented and ability to manage my time well.

Pierson & Saunders Orthodontics, Jan 2022-Mar 2022

San Antonio, TX

Registered Dental Assistant

- Taking diagnostic x-rays and accurate iTero scans.
- Assisting the orthodontists and working in the lab.
- Maintaining sterilization and scheduling appointments.

7 to 7 Dental & Orthodontics Dec 2020-Dec 2021

San Antonio, TX

Registered Dental Assistant

- Taking diagnostic x-rays and being familiar with dental terminology.
- Assisting the dentist with procedures and working in the lab.
- Maintaining sterilization and scheduling appointments.
- Taking impressions of patients teeth and fabricating trays.
- Document patients medical/dental history.

Education: TeamTreeHouse, Frontend Web Development

Online

- Learned the Fundamentals of HTML5, CSS3, JavaScript.

Central High School, HS Diploma 2018

San Angelo, TX

- Earned High School Diploma in General Studies.

Technical Skills

- HTML
- CSS
- Gimp
- Salesforce
- Slack
- Zendesk
- Epiphany
- Respond in timely manner
- Ability to meet and maintain KPI's
- Multitask between two customers concurrently

Soft Skills

- Attention to Detail
- Empathy
- Active Listening
- Conflict Resolution
- Problem Solving
- Creativity
- Great Verbal and Written Communication
- Professional
- Patience

Links

- Personal Page: www.alizandriachambers.com
- GitHub: www.github.com/alichamb