

Stacy Thompson
5929 Eucalyptus Drive
Highland, CA 92346
909-289-6870 or 909-362-5445

Employment History

7/16	Present	Financialize	Call Center Rep	Outbound calls
12/14	3/16	Oasis Marketing Solutions	Call Center Rep	Outbound calls
9/13	11/14	Reality Media	Call Center Rep	Inbound/outbound calls
9/2012	9/13	Helios Media	Call Center Rep	Inbound/outbound calls
05/01/07	10/01/07	Homes and Land Magazine	Receptionist / Executive	Answered multi-line phones, Data Entry, Typing, Filing, Greeted incoming clients.
11/04/16	05/07/16	Highland Chamber of Commerce	Member Services Coordinator / Executive	Data Entry, Typed documents, Answered multi-line phones, Filing, Billing assisted incoming visitors, and Help Coordinate fundraising events.
01/1999	04/2004	YWCA of San Bernardino	Office Manager / Executive	Typed documents assisted incoming visitors, trained employees, data entry, and filing, answering multi-line phones and Help coordinate fundraising events.

Education

02/1998	08/1998	Skadron College	Business	I obtained a certificate in Business Operations.
09/1991	01/1993	San Bernardino Valley College	General Studies	Was not able to get degree due to financial issues.

Skills

Assisting Executives, Data Entry, Typing, Answering Multi-line phones, Filing, Customer Service, Billing

