**Kristy Jackson**

Cedar Rapids, IA [kristyjackson1982@gmail.com](mailto:kristyjackson1982@gmail.com) - 319-640-3226

I am looking for a career where I can use my talents. I have many years of customer service experience including working from home. I also have recruiting experience and I have also been an office manager and a recruiter. I enjoy working with people. I am a people person who learns quickly. I get along great with everyone.

WORK EXPERIENCE

**TIER 2 CUSTOMER SERVICE**

Ready Wireless- Hiawatha, IA October 2016-July 2017

* Inbound Calls
* Outbound Calls
* Technical Support
* Skype Assistant
* Email

# OFFICE MANAGER

Stark - Fairfax, IA - April 2015 to September 2016

* Invoicing and billing
* Work Orders
* Order Supplies
* Computer
* Payroll

# RECRUITER RECEPTIONIST

DES- Cedar Rapids, IA - February 2015 to April 2016

* Administrative Work
* Payroll
* Interview
* Place employees

# CUSTOMER SERVICE RESERVATIONIST

Enterprise - October 2013 to February 2015

Found other vehicles when outsold Sales

Computer Data Entry

# CUSTOMER SERVICE AND RECRUITER

ISN Education - March 2012 to October 2014

* Inbound Calls
* Place Ads
* Interview
* Tracked Packages
* Live Chats
* Recruiting

# Customer Service Tier 2

Nordstrom - March 2012 to February 2013

* Inbound
* Complaints
* Tracked Packages

# Customer Service

Babytobee - May 2004 to December 2010

* Inbound Calls
* Outbound Calls
* Verify

ADDITIONAL INFORMATION

I'm a people person who never met a stranger. I'm a quick learner.