

**Eboni Richardson**  
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**Objective**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people

**Education**

**Associates in Science** Expected: December 2017

**Certificate in Applied Science** Expected: June 2016

*Greenville Technical College, Greenville, South Carolina*

**Relevant Experience and Skills**

**Skills**

- Provided training advice and supervision regarding proper use and maintenance procedures for ARMY vehicles.
- Coordinated and delivered ARMY briefing class to other soldiers.
- Proficient in Microsoft Office
- Capable of learning new concepts quickly under pressure.
- Ability to adapt to new conditions
- Attention to detail

**Communicational/ Interpersonal**

- Communicated ideas concisely, clearly and logically to others.
- Reconciled composure when handling difficult situations.

**Organizational**

- Operate military vehicles.
- Drilling once a month while attending school to obtain a degree in order to seek an entry level position.

**Work History**

United States Army- 88M

July 2011- Present

- Supervise other soldiers and other tasks to remain mission-ready
- Check that the vehicle and loading equipment are properly positioned
- Check vehicles to ensure safety of soldiers

BI-LO Call Center

May 11, 2015- July 9, 2015

- Data Entry
- Updated Customers Personal Information
- Solved Customers Issues in Stores (Bi-Lo, Winn-Dixie, Harvey's)
- Logged/Sent Customers Complaints to Store Managers/Directors

American Credit Acceptance- Funding Specialist

December 22, 2014- March 12, 2015

- Data Entry
- Employment Verification
- Insurance Verification
- Indexed/ Scanned documents into virtual imaging system
- Processed/ Faxed documents in Rightfax
- Maintained daily log in Excel
- Read legal documents
- Entered documents into database with accuracy.

Sykes Enterprise- Customer Service Rep.

January 2014- August 6, 2014

- Answered inbound telephone calls
- Serviced credit card accounts
- Processed payments