

## **Kanesha M. Boggs**

326 A Loop Street  
Greenville, SC 29609  
Phone: 864-787-3776  
kat911014@gmail.com

### **Objective**

I am searching for a full-time job that will enable me to support my children and I. It is very difficult living up to economical standards, that is why I am looking for a job that will give me a fair opportunity. My goals are to be successful in every thing that I try at doing, so that I am able to provide for my family while at the same time trying to pursue my career and goals.

### **Ability Summary**

- Multi-Tasking
- Leadership
- Quick Learner
- Customer Service

### **Employment History**

#### **Customer service representatives, Customer Service Representatives**

04/2014 - 07/2015      Walmart      White Horse Road, Greenville, SC

- Greeted customers.
- Listened to customers' questions and concerns, and provide answers or responses.
- Provided information about products and services.
- Handled returns and/or complaints.
- Answered customer questions and provide information about the store's procedures and policies.
- Handled cash and answered calls where most calls where transferred when needed..

#### **Front Desk Receptionist, Receptionists and Information Clerks**

07/2011 - 08/2013      RR Roofing      109 Manchester Drive, Mauldin, SC

- Greet business visitors
- Responsible for answering all incoming calls. Screening calls as requested, routing them to their proper recipients, also taking and relaying messages as needed.
- Oversees the distribution of incoming and outgoing mail.
- Ordered office supplies, files documents, makes photocopies and sends and receives faxes. In some instances, performed light bookkeeping tasks.

### **Education and Training**

<b>Completion Date</b>	<b>Issuing Institution</b>	<b>Location</b>	<b>Qualification</b>	<b>Course of Study</b>
06/2010	Wade Hampton High	Greenville, SC	High School Diploma	General High School Curriculum

**References Available on Request**