

# Dominique Talley

**Dependable and reliable worker**

Lyman, SC 29365

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Seeking a position in Customer Service or Data Entry where my experience will be further developed and utilized.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Sales Associate**

citi Trends - Greenville, SC - August 2014 to August 2015

Responsibilities

Greet customers. Use cash register to ring up items. Promote sales. Gather freight and separate into specified sections.

### **Lead Infant/Toddler Teacher**

Pelham Road Baptist Church CDC - Greenville, SC - October 2012 to May 2014

Worked primarily with Infants/Toddlers in a Christian Daycare setting. Also worked with 2 year olds to 4 year olds as needed. Responsible for daily diaper changes and feedings. Responsible for maintaining a clean class and creating daily lesson plans. Responsible for helping children to develop gross motor skills and verbal skills. Taught numbers, alphabets, colors, animal sounds and manners.

### **Customer Service Representative/Recruiting**

Affiliated Computer Services - Henderson, NC - September 2008 to February 2012

Answered inbound phone calls in a high volume call center. Did recruiting for potential students and kept a record of all inquiries. Sent out brochures and any other information that a potential student may need. Took care of any complaints that may have come up. Set them up with the counselor at the school they would be attending.

### **Financial Counselor/Data Entry**

Data Services of America - Manson, NC - August 2005 to September 2008

Called patients regarding past due Hospital accounts. Set up payment plans. Processed insurance payments. Called insurance companies to verify insurance for patients. Sent out collection letters to debtors. Posted payments and adjustments to patients accounts including write offs. Also completed Administrative duties such as filing acf corrected misprinted information. Did Data Entry work using 10 key number pad. Corrected and misprinted medicare, medicaid and insurance vouchers.

## EDUCATION

### **Diploma**

Warren County High School

June 2006

#### ADDITIONAL INFORMATION

Skills: Microsoft Word, Excel, Office, Outlook, typing, phone etiquette.