

Taylor Briggs

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627 W Main St.
Lancaster, TX 75146

469.476.1413

tayla.briggs@gmail.com

Skills

Excellent customer service
Organization
Self Starter
Problem solving
Basic knowledge of computers
Excellent time management

Experience

[09/2007 to 10/2009]

[Justice for Girls]

[Fort Worth, Tx.]

[Sales Associate]

Played a key role in ensuring the store was clean to standards

Created sales & provided excellent customer service

Handled customer transactions

Maintained neat work area at all times

Personally helped customers and led them in the direction of satisfaction

[11/2009 to 10/2011]

[Cashier/Carhop]

[Sonic]

[Fort Worth, Tx.]

Process cash, credit, debit or check payments in an accurate and timely manner using POS system.

Provide clear and accurate communication by answering customer questions and resolving complaints.

Greet customers as you encounter them in a cheerful manner.

Perform housekeeping tasks, such as mopping, sweeping, keeping surfaces clear and sanitizing at your assigned checkout counter.

[02/2013 to [04/2015]

[Heritage Bag Co.]

[Packer/QC]

[Roanoke, Tx]

Stack and pile finished goods into containers.

Prepare goods for shipment.

Pack them following a specific set of instructions.

Clean and prepare containers for packing.

Check to ensure containers are damage free.

Fill out forms and papers to record measurement, weight, and product count

Keep track of inventory.

Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as

loading docks.
Seal and label each container.
Move completed packages for loading.
Tag containers with marking tools.
Monitor or observe operations to ensure that they meet production standards.
Recommend adjustments to the process or assembly.
Inspect, test, or measure materials or products being produced.
Measure products with rulers, calipers, gauges, or micrometers.
Accept or reject finished items.
Remove all products and materials that fail to meet specifications.
Discuss inspection results with those responsible for products.

[09/2017 to 09/2018]

[DMA CLAIMS]

[Customer Service]

[Dallas,TX]

Handle inbound and outbound customer service calls.
Resolve customer complaints in a timely and courteous manner.
Set up and dispatch new claims.
Upload dispatch confirmation, estimates, and other documents to claims as needed.
Run ISO on claims as needed.
Payment validation on claims.
Track down missing documents as requested .
Stuff and mail letters.
Sort and distribute incoming and outgoing mail.
Operate office machinery such as photocopiers and scanners, facsimile machines, and voice mail.
Reroute calls to the appropriate people when necessary.

Education

[07/2011 to 05/2012]

[Richard Milburn Academy]

[Fort Worth, Tx.]

[Diploma]

Certified OSHA cardholder

Career Preparation

References

References

Professional

Monica Stone -Former Manager
(972)884-0095

Shelby White - Former Coworker
(972)924-9724

Personal
Jerlene Newton
(817)903-8851
Lakeishia Williams
(817)703-4789