1351 Woodburn Trail, Dallas, Texas 75241

## VAMORE' COLEMAN

(214) 931-4924 vanorecoleman@gmail.com

## **EMPLOYMENT HISTORY**

Assist customers with credit card payment

New account set up

Customer complaints

And advise of there credit score

03/2016 - 07/2017 Customer Service Rep Cmi Group Work From

Home

Assist customer with past due payments collections

Bill breakdowns

Takeing credit card payments

02/2016 - 04/2016 Receptionist Jackson Hewitt

Assist customer with tax preparer set up appointments over the phone answer phone calls on inquiries file paper work

07/2015 - 07/2016 Customer Service Rep/data Entry Cowboys Ranger Cab

Assist Dallas metroplex with inquiring on cab services

Give eta

Data entry from weekly calls and credit card payments over the phone.

07/2014 - 07/2015 Cosmetology Smart Styles

Stylist in training

05/2014 - 07/2015 Cashier Walmart

Cashier

**EDUCATION HISTORY** 

09/2017 New Beginning Christian Academy Cosmetology,

Barber/Styling, and Nail Instructor, High School