**Aquonesia Krashun Sanders**

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krashun1@gmail.com

**Mobile**:9038309645

**Career Objective :**

I am seeking a challenging position, where I may utilize my educational, and professional background abilities with a company that will allow growth and professional advancement.

**Academic Details :**

* Dental Assistant [2015] with aggregate of 3.5 from Brightwood College
* Biology [2012] with aggregate of 3.2 from Jarvis Christian College
* Diploma [2008] with aggregate of 3.5 from Lindale High School
* **Work Experience :**
* Worked as Customer Service Representative from Feb. 2018 to present

**Role:** Consists of Obtaining client information by answering telephone calls; interviewing clients; verifying information. Determines eligibility by comparing client information to requirements. Establishes policies by entering client information; confirming pricing. Informs clients by explaining procedures, answering questions, providing information.

* Worked as Dispatcher in Smith Personnel from Oct. 2017 to Feb.2018

**Role:** Consists of scheduling work crews to certain destinations according to customer requests. Responds to alarms and dispatched officers, answer telephone calls to answer questions and provide information during non-business hours.

* Worked as Assistant Recruiter in Smith Personnel from Aug 2016 to Oct 2017

**Role**: Consists of answering the phones, data entry, prepare documents, screen tests, interview questions, and other relevant documents. Explain requirements and duties to candidates, as well as assist the recruitment specialist in screening candidates and maintain a good relationship with employees, employers, and candidates.

* Worked as Debone in Sanderson Farms from Aug 2015 to Aug 2016

**Role** : Wish Boning, Clipping Tenders, Making Fillets, Breast Trimming, Pulling Skin Off Breast, Skoring Tenders, and Rework.

* Worked as Dispatcher in Express from Apr 2015 to Aug 2015

**Role** : Arrange for necessary appliance repairs from insurance claims or customers in order to restore service. Answer incoming calls, call and set up appointments, data entry, and answer any customer concerns. Relay work orders, messages, and information to or from work crews using telephones.

* Worked as Dental Assistant Extern in Children's Dental Care from Jan 2015 to Mar 2015

**Role** :Cross trained for front office duties, insurance verification, treatment plans, patient recall, answering phones, tray setups, suction placement, taking impressions, four handed dentistry, radiology, cord packing, dentrix, composite procedures, bleaching trays, manual and digital photography, fabricating custom trays, patient charting, temporary crowns, vital signs, dental dams, amalgam procedures, infection control, provisional coverage, model fabrication, mixing dental cements, and OSHA training.

* Worked as Custodian in TISD from Apr 2013 to Oct 2013

**Role** : Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner. Clean offices, meeting chambers, and recreational facilities, vacuum all carpeted areas, dust all furniture and fixtures as required.

* Worked as Overnight Stocker in Walmart from Jul 2009 to Feb 2012

**Role** : Place price tags on items and ensure that barcodes are correctly placed. Stock shelves with items by making sure that items are brought forward. Clean and dust items and shelves, assist customers shopping during night hours by providing them with product information. Ensure that no damaged or expired items are placed on shelves.

**Field of Interests :**

* Dental Assistant
* Receptionist
* Customer Service
* Call Center
* Office
* Medical

**Skills :**

* Microsoft Word, Excel
* Printer
* Fax Machine
* Copy Machine

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**Achievements :**

• Director's List Certificate, Honor Roll Certificates.

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**Reference :**

**Liz Castenada**

Supervisor

Smith Personnel

214 916 8628

**Martee Rockwell**

Assistant Manager

Sanderson Farms

903 305 1103

**Asa Beamon**

Supervisor

Signet Jewelers

214 694 0854

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