1241 Spring Water Dr

Lancaster, TX 75134

(501) 400-5919

jacksontylieah@yahoo.com

Tylieah c. jackson

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| Objective |  | Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goals. |
| Skills & Abilities |  | * Communication * Leadership Skills * Decision Making * Adaptability and flexibility * Conflict Resolution * Data Entry * Computer Technology * Time Management * Knowledge of software programs |
| Experience |  | Data entry clerk, lena’s cleaning company January 2018 – January 2019  Enter and/or update data from paper format into the company computer system for processing and management. Car hop, sonic March 2018- August 2018  Ensuring that all restaurant menu items meet operational standards. Greeting all guest in a polite and friendly manner with a smile. Making accurate change quickly and efficiently for restaurant guest. customer service REPRESentative, telvista September 2017- January 2018  Manage large amounts of inbound calls in a timely manner. Follow communication scripts when handling different topics. Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives. Sales associate, the children’s place November 2016 – August 2017  Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Achieving established goals. |
| Education |  | Parkview magnet high school – little rock, ar Graduation: May 2015  GPA: 3.0 wiley college – marshall, tx GPA: 3.0 |
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| References |  | breanda broadway Manager  (501) 295-2260 Robin perdue Co-Director  (501) 258-0821 |