## EDNA AISOLA

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**OBJECTIVE**

A position where my extensive experience can contribute to your customers' satisfaction and your company's success.

**Skills:**

* Typing
* Faxing
* Cash Handling
* Customer Service
* Answering Phones
* Copy

**Work Experience:**

**Rite Care Pharmacy**

**Inbound Customer Service**

Collecting payments for prescriptions transferring patients to necessary departments such as insurance and prior authorization. September 2016 -Current

**Performance Merchant Alliance** July 2016 - Current

**Appointment Setting**

Contacting potential customers

**Crestview** June 2016 – July 2016

**Laundry Aide**

Washing and folding laundry in an assisted living facility

**Staffing Innovations**

**Collections Representative**

Customer service, collecting bill payments. April 2016 – June 2016

**Kings Helping Hands**

**Caregiver**

managing medications or talk to doctors and nurses on someone's behalf; helping to bathe or dress someone who is frail or disabled; or taking care of household chores, meals.

**Walmart**  May 2015 - October 2015

**Cashier**

Customer Service and Cash handling , Phone Operator

**Arbor House**  January 2015 - March 2015

**Caregiver**

managing medications or talk to doctors and nurses on someone's behalf; helping to bathe or dress someone who is frail or disabled; or taking care of household chores, meals.

**The Children's Courtyard**  September 2013 - November 2015

**Assistant Teacher**

Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.Help to maintain a fun and interactive classroom that is clean and organized.Have countless advancement opportunities through our on-going training.

**Healthcare Parking system of America** June 2012 - March 2012

**Valet**

Responsible for parking vehicles, taking payments for vehicles already parked, and directing patrons into open spots.

**Walmart**  November 2011 - September 2012

**Cashier**

Customer Service and Cash handling

**Dfw Airport**  March 2011 - January 2011

**Cook**

food preparation

**Dick's Sporting Goods** November 2010 - August 2011

**Greeter**

Greeting customers

**Lubys** May 2010 - May 2010

**Cashier**

Customer service and cash handling

**Flying J** January 2010 - 2010

**Cashier**

Customer service and cash handling

### Academic Certifications & Education:

**H.S, Course** , 2009

New Beginnings Christian Academy

**Cpr**, 2013

recognize and respond appropriately to cardiac and breathing emergencies.

**First Aid**, 2013

recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies.

**References:**

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| **Anggie Wright**  na  Telemarketing  214.927.8188 |  |  |