JaVarsha Anderson

6950 N. Houston School Road Apt 18101 ● Lancaster, TX 75134 ● Phone: (469)569-2730 ● vasha.anderson@gmail.com

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| Key Skills  Customer Service  Audit Detail  Balance & Control  10-key  Multi-phone System  Education  A.T.I Career Training Center; Dallas, Texas  Medical Assistant 2011 |  | Career objective:  To work and grow in a professional environment where my knowledge, experience, and creativity can be put to the best use. I am looking for a long term position with the opportunity of advancement. I aspire to use and develop my leadership skills obtained through hands on work experience an education. Knowledgeable of computers and detailed oriented.  Work Experience: | | |
| Family Dollar  Staff One  JC Penney  American Airline Center  Veracity Group: | Lancaster, Texas, Cashier, 06/2015 - Present  Detailed money transaction, stocking, customer service  Dallas, Texas, Warehouse Associate, March 2015-May 2015  Assisted with line orders within the warehouse  Cedar Hill, Texas, Sales Associate, 10/2014 – 02/2015  Customer Service, assisted with checking out customers, stocking  Dallas, Texas, Front Line Cashier, 09/2013 – 09/2014  Detailed money transaction, front line customer service  Dallas, Texas, Customer Service Rep, 11/2010 – 2/2012  Customer rep which involved inbound and/or outbound calls. | |
| Wal-mart: | Dallas, Texas, Overnight Stocker, 09/2008 – 03/2009  Customer Service, stocking and rearranging merchandise, zoning | |
| D.E.C.A: | Dallas, Texas, Cashier, 08/2004 – 04/2005 | |
|  | Detailed money transaction, order merchandise, take audit and restocking shelves | |
| Education: | | |
| ATI Dallas, Texas | | Medical Assistant, 2011 |
| H. Grady Spruce High School, Dallas, Texas | | Basic studies; 3 yrs Spanish & 1 yr Business Management; Diploma received, May 2005 |
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| **Volunteer Experience:** | | Almeda Heights Community Outreach Center - 2012   * Answered incoming calls * Assisted director with filing and/or clerical duties   Aging & Disabilities - 2012   * filing correspondence documents |
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