**Patrice Rose**

909 Trinity Drive

Lancaster, Texas 75146

(469)735-6321

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**Career Objective:** To obtain a career with a corporation and have the ability to use my experience and skills.

**Summary of Qualifications**

* Over 11 year’s Customer Service experience
* Over 5 year’s Administration and Clerical experience
* Proficient computer skills

**Work Experience**

**Chewy.com 06/2018 to 02/2019 Dallas, Texas**

**CSR**

* Inbound calls
* Emails
* Place orders for pet supplies

**The Meridian at Kessler Park 07/2017-06/2018 Dallas, Texas**

**Concierge**

* Inbound Calls
* Greet and direct residents and visitors
* Filing, Copying, Faxing

**United Health Care 01/2017-05/2017 Richardson, Texas**

**Data Entry**

* Input data into providers profiles

**Extend Health 05/2015-11/2016 Richardson, Texas**

**Benefits Advisor**

* Customer Service
* Enroll customer in Medical plans
* Inbound Calls

**Education**

**James Madison**

Dallas, Texas

Diploma

**Skills**

Computer, 10 key, multi-line telephone, copier, fax, scanner, data entry, windows,

Outlook, words, chat