

Christina Fleming

Student

Philadelphia, PA - Email me on Indeed: indeed.com/r/Christina-Fleming/eacfdeaa5d248c3a

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Jan Pro- Novecare - 2013 to 2016

Customer Service Representative

A.Bob's Auto and Towing center - Philadelphia, PA - February 2007 to December 2007

Responsibilities

Answer high speed phone calls

Insurance claims

Deal with customers releasing their cars

EDUCATION

High school diploma

Simon gratz High school

High school diploma

Bertha Elizabeth Roach Christian academy

SKILLS

IBM (2 years)

CERTIFICATIONS

Direct staff Care

HHA

PCA

RA

Adult First Aid/CPR

February 2016 to February 2018

ADDITIONAL INFORMATION

OBJECTIVE: A workplace professional with an intricate background servicing the public. Enjoys interacting with people striving to consistently satisfy the customer and their need. An extremely diligent, hard working and detail oriented individual focused on performing assignments above and beyond expectation. Proven proficiency in Windows Operating Systems from Windows 98 to Microsoft Office with an emphasis in data entry.