

# Aundray Dixon

## Customer Service Associate

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Aundray-Dixon/45da257d610cb2ab](https://www.indeed.com/r/Aundray-Dixon/45da257d610cb2ab)

If you are seeking a person with unique leadership abilities, a winner's mentality, and someone who brings positive energy to the working environment, I am the man for this job. My leadership abilities separate me from many, and my dedication allows me to complete tasks with full efficiency. I love working with people, and I am highly competitive. If given the opportunity to work, I will give 110% to job responsibilities, and complete each task to the best of my ability.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Customer Service Associate

Wawa - West Chester, PA - April 2015 to November 2015

Working with Wawa as a Customer Service Associate, I was asked to support the store management team to successfully complete the day-to-day tasks needed such as food preparation, cash register, customer service, and general housekeeping. In addition to the day-to-day task, other requirements were to be customer service driven, have good communication skills, enjoy working with people, and to be organized.

#### Customer Service Associate

Saloon 151 Whiskey Bar& Grill - West Chester, PA - May 2015 to September 2015

One thing I can say about Saloon 151, two nights as an employee are never the same. I started as a member of the food preparation team, waited tables and had bar-back responsibilities, kitchen line cook, and food expeditor. I had to communicate orders and information between the front kitchen and back of the kitchen, making sure that food is cooked in the right order, quickly, and presented to the customer as beautifully as possible.

#### Pre-Licensed Insurance Agent

Farmers Insurance - Downingtown, PA - February 2012 to April 2015

While working at Farmers Insurance, I became a Pre-Licensed Insurance Agent. My job duties consisted of preparing a variety of quotes such as automobile, homeowners, renters, and life insurance. Aside from preparing quotes, I often made phone calls, sent emails, scheduled meetings with possible and current clientele, handled billing payments, discussed pricing and handled each clients situation personally and to the best of my ability.

### EDUCATION

#### High School Diploma

Harriton High School - Rosemont, PA  
2011

#### General Education

Montgomery County Community College - Blue Bell, PA

#### Business in Business, Marketing, Management

Delaware County Community College - Media, PA

## SKILLS

Computer Skills (10+ years), Interpersonal Skills, Leadership Abilities, Fast Learner, Networking Skills, Reliable and Flexible, Negotiating and Persuading Skills

## LINKS

<http://www.Facebook.com/ATDixon24>

## ADDITIONAL INFORMATION

### Skills

- Leadership
- Creative
- Fast learner
- Reliable
- Networking skills
- Interpersonal skills
- Flexible
- Negotiating & Persuading skills