

Ashley Gamez

CUSTOMER SERVICE ASSOCIATE

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Ashley-Gamez/1cf039a1309849bc](https://www.indeed.com/r/Ashley-Gamez/1cf039a1309849bc)

I am seeking a position in health care. A medical office is the environment I wish to surround myself in to accumulate better knowledge and skills while I maintain characteristics of providing the right care and information to patients. I hope to manage an office with the professional experience and education I am working towards.

Authorized to work in the US for any employer

WORK EXPERIENCE

CUSTOMER SERVICE ASSOCIATE

OVERNIGHT - September 2014 to March 2015

Job mostly required tasks needed to be done in a timely fashion by the end of the shift. Handling money, cleaning, restocking, dealing with customers and handling problems in a professional manner.

CUSTOMER SERVICE ASSOCIATE

DUNKIN DONUTS - April 2014 to September 2014

Responsibilities include organization, multi-tasking customers and daily duties at the job, handling money, dealing with problems, being on time and following my tasks.

Cleaner

Maid To Perfection - Willow Grove, PA - June 2013 to November 2013

Responsibilities

Cleaning in a professional manner, maintaining great customer service, handling money and organization.

EDUCATION

HIT ASSOCIATES DEGREE in Health sciences

DEVRY UNIVERSITY - Philadelphia, PA

2015 to 2020

GED

ESSEX COUNTY COLLEGE - Newark, NJ

2012

MA

DRAKE COLLEGE OF BUSINESS - Newark, NJ

SKILLS

Microsoft (Less than 1 year), Customer Service (2 years), Medical Terminology (Less than 1 year), Time Management (2 years), Team Player (2 years), Time Management, Computer Skills (5 years)

ADDITIONAL INFORMATION

Skills & Abilities

- Able to maintain organization and multi-tasking in a time manageable way
- Great customer service skills
- Computer proficient
- Strong communication, verbal and writing/typing skills
- Able to handle complications in a calm and professional manner
- Goal-oriented and team player who can excel at building trusting relationships with patients/customer and colleagues.