

Tiffany Cote

Taunton, MA

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4016174335

Authorized to work in the US for any employer

Work Experience

Receptionist/Manager

Royal executive limosines - Chelsea, MI

May 2013 to January 2018

I took care of phone calls, I also took care of pay roll and all documents needing to be put in the system

Education

Wareham Cooperative Junior/Senior High School - Wareham, MA

September 2008 to May 2011

Skills

- Public Speaking (1 year)
- Phones (7 years)
- Customer Service (7 years)
- Management (4 years)
- Front Desk
- Reception
- Front Office (4 years)
- Customer Service Skills
- Receptionist (2 years)
- Scheduling

Assessments

Management & Leadership Skills: Impact & Influence — Familiar

January 2019

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal.

Full results: https://share.indeedassessments.com/share_assignment/awnobgchwiaugxcq

Management & Leadership Skills: Planning & Execution — Familiar

January 2019

Measures a candidate's ability to effectively plan and manage resources to accomplish organizational goals.

Full results: https://share.indeedassessments.com/share_assignment/pgj2nbasy31gxdyn

Customer Service Skills — Highly Proficient

January 2019

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: https://share.indeedassessments.com/share_assignment/r7ra66g3h6ujugt9

Verbal Communication — Familiar

January 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: https://share.indeedassessments.com/share_assignment/yqdnhhc1pqcp39-x

Attention to Detail Skills — Highly Proficient

January 2019

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: https://share.indeedassessments.com/share_assignment/v2pk-zhndrwpem9n

Merchandise & Supply Storage Skills — Highly Proficient

January 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: https://share.indeedassessments.com/share_assignment/kktwudnk1oolrtf

Memorization & Recall Skills — Proficient

January 2019

Measures a candidate's ability to commit product or merchandize information to memory and recall at a later time.

Full results: https://share.indeedassessments.com/share_assignment/n2gu9-qrnzu7j5gu

Retail Skills: Shelf Stocking — Highly Proficient

January 2019

Measures a candidate's ability to receive and store merchandise or product.

Full results: https://share.indeedassessments.com/share_assignment/4xumkiqjhphlt02

Food Service: Problem-Solving Skills — Proficient

January 2019

Measures a candidate's ability to use logical approaches when solving problems in a restaurant context.

Full results: https://share.indeedassessments.com/share_assignment/7pfliqvm0qdnfyu

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