

[Redacted Name]

Customer Service Specialist

Location: [Location Redacted]

Connections: [Redacted]

Experience

Customer Service Specialist

[Company Redacted] · Full-time

Jan 2025 - Present · 6 mos

Human Resources Generalist

[Company Redacted] · Full-time

Oct 2022 - Jun 2023 · 9 mos

[Location Redacted]

Quality & Analytics Consultant

[Company Redacted] · Full-time

Jun 2021 - Oct 2021 · 5 mos

Senior HR Data Management Analyst

[Company Redacted] · Full-time

Apr 2019 - Jun 2021 · 2 yrs 3 mos

HR Customer Support Consultant

[Company Redacted] · Full-time

Apr 2018 - Apr 2019 · 1 yr 1 mo

HR Specialist

[Company Redacted] · Full-time

Jan 2016 - Apr 2018 · 2 yrs 4 mos

Sales Support

[Company Redacted] · Full-time

Mar 2015 - Jan 2016 · 11 mos

Correctional Officer

[Organization Redacted] · Full-time

Jun 2013 - Apr 2014 · 11 mos

Master Control Operator

[Company Redacted] · Full-time

Apr 2011 - Aug 2012 · 1 yr 5 mos

Education

Criminal Forensics
[University Redacted]

Skills

- Data Analysis
 - Customer Support
 - HRIS Database Management
 - Data Management
 - Problem Solving
 - Interpersonal Skills
 - Microsoft Excel
 - HR Software
 - Confidentiality
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Certifications

- Mastering Common Interview Questions (LinkedIn, Jun 2022)
- Service Metrics for Customer Service (LinkedIn, Oct 2021)
- Human Resources: Payroll (LinkedIn, Jul 2021)