

Tanaya Payne
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Bethel Rd Chester, PA

Experience:

Internal Revenue Service

Customer service representative October 2018- currently

- Customer service
- Discuss taxes
- Phone calls and paperwork
- Amend taxes

The Results Company

Licensed health insurance agent September 2017-

- Customer service
- Discuss Health insurance
- Inbound calls, typing
- Enroll in insurance plans

CVS Pharmacy

Pharmacy Technician

October 2015-June 2016

- Customer service
- Fill prescriptions
- Assist customers
- Contact customers,
- Health insurance companies and doctors' offices

Peopleshare/ Veltek

Packer / Shipper

March 2015- November 2015

- Customer service
- Shipping and packing

Adecco

Production handler, shipper, tester

August 2013-March 2015

- Shipping
- Packing / testing security boxes

JC Penney

September 2011- August 2013

- Customer service / assist customers
- Supervisor / Manage several employees / Make schedules
- Cashier, open and close registers
- Stock / Keep the store neat
- Responsible for all my registers in my department

Kmart

November 2008- March 2009

- customer service / Assist customers
- Floor associate
- Stock / Keep the store neat

Education & Involvement

Chester High School/ Marketing 2006-2010/ Chester, Pa

Chester High Early Childhood Education/Daycare 2009-2010

The Achievement Project: 2006-2010

Y achievers 2006-2008

Peer Mentoring: 2009-2010

Neumann University: 2010- 2014 / Aston, Pa Political Science/ I Criminal Justice

Strayer University: 2016- current Studying criminal justice part-time online

Certifications

Licensed Health & accident insurance producer in Pa

Awards

Perfect Attendance- middle school and high school

Honor roll- throughout all my years in school

Equestrian Excellence Award 2010

Marketing Award 2010

Spanish Awards 2010

References

Lisa Ruffini- 6102470987

Shanna Alexander- 4847824842

Debbie- 2674663067