

Joella Terry

Customer and Human Services

Kiester, MN

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7206883972

Authorized to work in the US for any employer

Work Experience

Receptionist

Valiant Products - Denver, CO

August 2018 to Present

Answering incoming calls and emails. Receiving incoming fax messages. Page employees over intercom, order office supplies, receive incoming mail and deliver to right employee in a timely manner, payroll, stuff and seal account and vendor checks. Voucher incoming and outgoing invoices. Schedule interviews and appointments. Schedule calendar meeting and showings.

Home Health Aide

Helping Hands Healthcare - Denver, CO

January 2017 to August 2018

Helping patients dress, to bathroom, cooking, activities, errands, medical visits. Charting medications and daily doings.

Customer Service Representative

Rust Consulting - Faribault, MN

February 2014 to November 2016

Answered incoming phone calls, receptionist provided answers to questions, accessed accounts, changed and input data on accounts, billing questions and payments, emails and typing, filing, faxing, copying, scanning

Production Worker

Genova Products - Faibault

July 2013 to December 2013

Packing boxes with different types of plumbing products, inspecting for broken pieces, melted pieces and dark spots.

Weighing boxes after filling them and stacking them on pallets

Assistant General Manager

Bojangles' Restaurants, Inc - Henderson, NC

January 2011 to December 2012

Kitchen duties, front counter duties, maintenance up keep around and inside the building, great customer service, make sure store is well kept and clean. Taking order. Giving excellent customer service and getting orders out in a timely fashion. Making sure machines and fryers are up to Code and working properly, hiring of employees, bank deposits, temp checks, employees schedules and more

Cashier

Mcdonalds - Lynchburg, VA

March 2011 to December 2011

Cash register work, bagging meals and getting them out to customers in a timely manner, great hygiene, fast paced worked in a fast environment. Cleaning and organizing

Cashier

Chik-Fil A - Lynchburg, VA

February 2008 to December 2008

Taking customers orders, prepping product, bagging orders, organizing, taking payments

Education

Associate

National American University

March 2018 to June 2020

High School diploma in Common

Heritage High School - Lynchburg, VA

October 2008 to June 2012

Skills

Customer Service (10+ years), Receptionist (10+ years), RECEPTIONIST (8 years), RETAIL SALES (10+ years), typing (10+ years), Leadership Training (2 years), CSR, Call Center, Customer Care, Customer Support, Front Office, Front Desk, Reception

Certifications/Licenses

Customer Service Skills assessment - Familiar

November 2018

Indeed Assessments™ evaluation completed with Familiar rating.

View my results:

https://share.indeedassessments.com/share_assignment/zxa8erjyjm3amyf0

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

Microsoft word (6 years), Data Entry (4 years), Typing (10+ years), Filing (7 years), Healthcare (4 years), Fax (2 years), Customer Service (10+ years)