**Diamond Reap**

**Cicero, IL, 60804**

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Customer service with +4 years of experience and +2 years of experience in retail and security industry. Looking to leverage my

communications skills and typing skills Very outgoing and detail-oriented,proficient at building and maintaining professional relationships.

Seeking to change careers to get in the communication(call center) field.

Experience

2018-09 - present Receptionist

Synchrony

Responsibilities

• Trusted with sensitive information that me and only the client could discuss over email

• Arranged meetings for potential partnership with new companies

• Made permanent and temporary badges for the right clients

• Access points to make sure server rooms was cool enough

• Check cameras to make sure everything was in order

2018-08 - present Security Guard(Flex)

G4s secure solutions

Responsibilities

• Help company with sites if somebody had called off

• Did rounds every hour around the premises

• Every 30 mins would write/type of my daily report of what i did

• Cleared alarms from certain sites

2017-09 - 2018-07 Security Guard

Allied Universal

Responsibilities

• Check people bags to make sure they had no dangerous items

• Check people badges to make sure they was not terminated

• Cut tags from trucks before coming inside the warehouse

2015-10 - 2017-08 Sales Associate

kohls

Responsibilities

• Folding and stocking clothes and items

• Making online orders for customers who item was not in shop

2015-09 - 2017-08 Customer Service Rep

Walgreens

Responsibilities

• Scan and bag customer items

• Stock items on shelves depending on holidays that is coming up

• Assist Customers with items could not find in store

• Closing, sweep and mop floor

Education

2013-08 - 2017-07 J.Sterlin Morton West High School, High School Diploma

Skills

Communications Skills

Advanced

Typing skills

Above Average

Multi-task

Advanced

Customer Service

Advanced

Data Entry

Above average

Microsoft word

Advanced

Microsoft Powerpoint

Advanced