

Quentin Coffy

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I am currently looking for a full time position in an environment that offers a greater challenge and the opportunity to help the company advance efficiently and productively. To further my professional career and to diversify my skills.

WORK EXPERIENCE

Towing Assitant

Coffy's Towing service - Miami, FL - January 2012 to July 2015

Take incoming calls for towing service, police impounds, and accidents.

- Take incoming calls for impound release questions that relate specifically to the laws relating to towing and impoundment
- Perform releases and cashier duties for impounded vehicles with potentially dishonest, demanding, and challenging customers.
- Process impoundment paperwork and maintain compliance with all requirements for the laws of towing and impoundment.
- Administrative and clerical duties.
- Billing and collection of towing services.
- Cash and deposit management.

Towing Assitant

Coffy's Towing service - Miami, FL - January 2012 to July 2012

Unload and unpack new merchandise shipments, and prepare them for selling floor by folding, hanging, or stacking

- Organize and maintain merchandise in stockrooms
- Learn Macy's systems and Procedures to enhance selling floor as needed.
- Provide support for major selling events
- Provide customer service to any customer as needed.

EDUCATION

Associates of Arts in Graphic design. Worked

Miami Dade Community College - Miami, FL

August 2012 to July 2015

Art

South Miami Senior High School - Miami, FL

August 2006 to June 2010

ADDITIONAL INFORMATION

SKILLS PROFILE

- Microsoft Word
- Power Point
- Adobe Photoshop

- Using Search Engines