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| **R/H**  MONOGRAM | Reycel Huffman | | | | | | |
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| GPS icon **ADDRESS**  Phone icon **PHONE**  email icon **EMAIL**  world wide web icon **WEBSITE** www.linkedin.com/in/reycel-huffman | |  | EXPERIENCE | |  | |
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|  | 2016– 2019  Customer Service Associate • Walgreens • Maple Grove, MN   * Operates cash register * Handles customers complaints while providing a friendly attitude. * Count inventory, put products on shelves. * Responds to customer inquiries and requests. * Interacts positively and professionally with customers both internal and external. * Customer focus, organization, listening skills, positive attitude. * Raised customer service survey satisfaction by giving great customer service from the moment customers walked through the doors to the moment they leave.   2014– 2016  Receptionist • Cinch Systems Inc • St. Michael, MN   * First point of contact for clients, including answering the phone, welcoming clients and other guests who enter the building. * Responsible for handling outgoing mail and courier services. * Scan and copy various client information into filing management system. * Manage and maintain calendars. Update employee status in calendar. * Maintain the appearance of the office/kitchen and purchased office and kitchen supplies. * Assist with other company functions/support as requested. Other duties assigned. | | | |
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|  | EDUCATION |  | | |
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|  | Northwestern University, Chicago, IL  Web Design Bootcamp, March 2022-  University of St. Thomas, St. Paul, MN  International Business December 2018 | | | |
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