

# Chavon Porter

**Looking to obtain a full time or part time job & grow with company.**

Los Angeles, CA

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To obtain a secure full time or part time position utilizing my skills to grow and achieve with a company.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Loan Specialist**

Best Egg - Amherst, NY

October 2018 to February 2019

processing loan applications in compliance with bank policies, meeting investor guidelines and demonstrating lending strategies. They meet with potential customers to assess their needs, collect data, verify documents and ensure the completion of applications. Specialize in home loans (mortgages), student loans, car loans or small business loans, depending on the place of employment.

Working closely with loan officers, loan document specialists may also obtain credit information, coordinate closings, calculate closing costs and disperse funds. They are responsible for monitoring loan processes, reviewing reports, assisting clients with payments and complying with state and federal regulations. In some cases, they are required to meet sales goals to bring in revenue for their financial institution.

### **Server**

Tony Roma's - Niagara Falls, NY

July 2016 to August 2018

Greet and serve guest. Keep a neat work station, and set up the next shift for success.

### **Account Manager**

BeachBody - El Segundo, CA

July 2014 to July 2015

Manage the relationship with the client of the account(s) they are assigned to. Provide information regarding accounts, etc.

### **Personal Assistant**

Jason of Beverly Hills - Beverly Hills, CA

April 2014 to July 2014

Sit at front desk. Answer, make, and direct phone calls. Send out emails, shipment, and deliveries. Set appointments, schedule events, meetings, and travel. Meet with clients, keep track of inventory, and keep a clean, organized work area.

## **Sales Associate**

Charlotte Russe - Niagara Falls, NY

April 2011 to January 2013

Using strong customer service skills to promote sales of catalog and in store merchandise, packing and unpacking, tagging and pricing, inventory and quality control, set up windows and in store displays, responsible utilizing several types of cash register.

## **Hostess/Food Runner**

Fridays - Niagara Falls, NY

June 2010 to January 2012

Meet, greet and seat customers. Patron dining room areas for cleanliness and proper set up and maintain communication with server and kitchen staff to assure proper guest satisfactory.

## Education

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### **High school or equivalent in Education**

Fontana High School - Los Angeles, CA

2007 to 2010

## Skills

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- Works in fast environment, and precise. Microsoft excel, & Power Point. (10+ years)
- Mortgage Loan
- Data Entry (6 years)
- Lending (6 years)
- Receivables (6 years)
- Medical Billing (Less than 1 year)
- Accounts Receivable (6 years)
- Accounts Payable (6 years)
- Cash Application (10+ years)
- Quickbooks (6 years)
- AR (6 years)
- Clerical Experience
- Typing
- Data Collection
- Personal Assistant Experience
- Payroll

## Certifications and Licenses

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### **Driver's License**

### **food handler certificate**

## Assessments

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## **Accounting Skills: Bookkeeping — Familiar**

November 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/008263345fa63fdcc0057ac69b309067eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/008263345fa63fdcc0057ac69b309067eed53dc074545cb7)

## **Attention to Detail — Proficient**

November 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4ae77e513e96f599d36440410ad4d4c2eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4ae77e513e96f599d36440410ad4d4c2eed53dc074545cb7)

## **Receptionist — Proficient**

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/db6f0a945d64b8fc7b16e5d07e151060eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/db6f0a945d64b8fc7b16e5d07e151060eed53dc074545cb7)

## **Retail Cash Handling — Familiar**

March 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/e3fa1dbb55a6c52c386d3607d06c983deed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/e3fa1dbb55a6c52c386d3607d06c983deed53dc074545cb7)

## **Customer Focus & Orientation — Familiar**

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8e65e646ce926e8b7eead0aff395a75eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8e65e646ce926e8b7eead0aff395a75eed53dc074545cb7)

## **Customer Focus & Orientation — Highly Proficient**

April 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/6fb788666b7039fbcfbd2ac18ef5e882eed53dc074545cb7>

## **Sales: Influence & Negotiation — Completed**

April 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: <https://share.indeedassessments.com/attempts/05aba9c8983efbf02c4453badd2b447a>

## **Work Style: Reliability — Expert**

March 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/18c6070341dd0c5be7929bae4a63a2e8eed53dc074545cb7>

### **Cognitive Ability — Familiar**

March 2020

Combining pieces of information to form general rules or conclusions.

Full results: <https://share.indeedassessments.com/attempts/938b381442f541c2a8ef6b724f8c368eed53dc074545cb7>

### **Security Guard Skills — Proficient**

April 2020

Assessing risks, enforcing security standards, and handling complaints.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4532b7b71d276256b8da8736b26b456beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4532b7b71d276256b8da8736b26b456beed53dc074545cb7)

### **Attention to Detail — Proficient**

November 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/34c27ad07b219bff7f0b65fcdc791c7d>

### **Retail Customer Service — Completed**

April 2020

Comprehending and responding to retail customer needs.

Full results: <https://share.indeedassessments.com/attempts/b97d33fbd6e048de4a5a5033c2f3d116eed53dc074545cb7>

### **Food Service: Customer Situations — Completed**

March 2020

Ensuring customer satisfaction, prioritizing tasks, and suggesting products in a food service setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/079dd88f418beea0b8b024e844428050](https://share.indeedassessments.com/share_to_profile/079dd88f418beea0b8b024e844428050)

### **Food Safety — Completed**

March 2019

Knowledge of proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/970aef054853174790cc70a44b324395eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/970aef054853174790cc70a44b324395eed53dc074545cb7)

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

## **Additional Information**

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### **SKILLS AND ABILITIES**

- Willing to take on a variety of tasks
- Customer Service
- Excellent communication skills
- Time Oriented
- Outstanding leadership skills
- Schedule appointments
- Handle money
- Ability to learn quickly
- Sales Associate skills. Ability to use a split computer screen

REFERENCE PAGE AVAILABLE UPON REQUEST