**Stephanie Miller**

795 Cummins Highway Apt. 6

Mattapan, MA 02126

(857)333-1436

[Stephanieutemiller01@gmail.com](mailto:Stephanieutemiller01@gmail.com)

**EXPERIENCE:**

03/14-04/15 Integral Resources Inc. Cambridge, MA

**Call Center Representative**

* Provided quality phone calls on behalf of political parties
* Made substantial efforts to collect generous donations for candidates
* Marketed the company and demonstrated great customer service skills

09/11-11/11 Iparty Boston, MA

**Retail sales associate/ Cashier**

* Processed returns, cash and credit transactions for customers
* Motivated other employees and resolved problems
* Made cash deposits to bank on behalf of store

12/10-08/11 U-Haul Salisbury, MA

**Reservation Manager**

* Confirmed electronic reservations for customers in other locations
* Facilitated in the process of clearing up incorrect reservations
* Opened and closed the location as well as validating employee schedules

**EDUCATION:**

09/15- Present STRIVE/ Boston Employment Service, Inc. Boston, MA

**Professional Development Training**

Certificate Pending

10/14-12/14 Urban League of Eastern Massachusetts Boston, MA

**Professional Development Training**

Certificate Received

09/05-06/09 Timberlane Regional High School Plaistow, NH

**General Studies**

Diploma Received

**SPECIAL SKILLS:** Extensive customer service experience

Knowledgeable in Microsoft Word, Excel, and PowerPoint

Experience in administrative and office environments

Able to multi-task and very adaptable to fast paced and changing work environments

Easy to train and very comprehendible

**References furnished upon request**