

Cassandra Walcott

Appointment Specialist - full time - Showing Time

917 Cothrell - Olathe, KS 66061

CassandraWalcott@gmail.com - (913)284-9521

WORK EXPERIENCE

Magazine Collections

Subscriber Services - Arvada, CO - October 2014 to Present

Responsibilities

Makes outgoing calls to customers to collect unpaid subscriptions

Skills Used

customer service, computer

Appointment Specialist - full time

Showing Time - May 2014 to Present

Responsibilities

Inbound and outbound calls to set appointments for realtors

Assistant Server - part time

New Theatre Restaurant - November 2013 to May 2014

Canvasser

Renewal by Andersen - August 2013 to November 2013

12ph + Commission

Selling Windows Door to Door - part time

Machine Operator of small electronic parts

EC Manufacturing - February 2013 to August 2013

Assembly, Quality Control

Tagger

Deluxe Checks - 2013 to January 2013

Jan 2013 \$10.00ph

Tagging checks to be printed

Contractor

KGP Logistics - 2008 to 2012

Tested and packaged modems, Used Microsoft Access and Excel

Hostess - Greeting guests, seating tables

Olive Garden - 2007 to 2008

Skills

Have Taken classes in graphic design, familiar with Adobe Photoshop, Illustrator, and Indesign as well as Microsoft Office, Average typing skills

Sales training, Customer service skills, Entry Level Management

Assembly, Quality Control, Production Line Experience, Material Handling, Shipping and Receiving, Machine Operation Experience

Art skills-Drawing, Painting, have taken classes in about every type of art as well as plenty of crafting projects and I sell my own jewelry

EDUCATION

Graphic design

Johnson County Community College

2007

Kansas City Art Institute

SKILLS

Good computer skills, Microsoft, Adobe, customer service