

Tanesha Williams

Well rounded team player

Fairfield, OH
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WORK EXPERIENCE

Inside Sales Representative

Aerotek - Cincinnati, OH - February 2015 to May 2015

Responsibilities

Understand customer needs and requirements

Route qualified opportunities to the appropriate sales executives for further development and closure

Close sales and achieve quarterly quotas

Skills Used

The ability to work under stress and still maintain focus and set goals

Health plan advisor

Anthem - Mason, OH - October 2014 to January 2015

Responsibilities

Responsible for re-selling Individual medical plans to existing members in all WellPoint states

Accountable for increasing member retention (decrease in lapse rates) by working with at-risk members

Gives detailed analysis that identifies and promotes the value of the existing plan, discuss options, provides alternative plan options when appropriate and makes recommendations

Provide customers with counseling and recommendations for plan changes

Partner with the Underwriting team to provide alternate plan options to facilitate enrollment when the selected plan is not available, due to rate ups, etc.

Follow up on retention leads through outbound communications via phone or in writing

Insurance agent

American income life insurance - Memphis, TN - June 2014 to August 2014

Responsibilities

Develops base for long-term sources by using referrals, occupational, and special interest groups to compile lists of prospects

Approach potential clients by utilizing mailing and phone solicitation; makings presentations to groups at company-sponsored gatherings; speaking publicaly to community groups on the subject of financial well-being

Updates job knowledge by participating in educational opportunities

Enhance insurance agency reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Community Program Educator

BSTN - Cordova, TN - March 2014 to May 2014

Responsibilities

Provide direct support to residential service recipients

Duties include: assisting with bathing, dressing, hygiene, cooking, cleaning and running errands
Input client data in computer system

Accomplishments

Gained experience working with adults with mental retardation

Skills Used

Interest in the lifestyle and maintaining quality of those individuals who are unable to care for themselves

Machine Operator

KTG - Memphis, TN - June 2013 to February 2014

Responsibilities

Maintain and clean machines before and after each shift

Monitor machines during every procedure to ensure optimum running

Troubleshoot problems during machine operation

Perform random tests to ensure accuracy

Record data in spreadsheet format

Accomplishments

Great support team player

Skills Used

I am a self motivated and driven individual

Machine Operator

JR Simplot - West Memphis, AR - October 2012 to June 2013

- Set up and operate multifunctional machinery such as Hayssen baggers, Ishida scales, check weighers, case packer, case erector, and Markem bag/case printers
- Ensure production line rates are met and recorded into database
- Demonstrate ability to troubleshoot issues with prescribed equipment and proper corrective actions

Quality Control Assistant

Greencore Cincinnati - Cincinnati, OH - June 2011 to March 2012

- Perform hourly plant audits
- Collect weekly micro swab samples for listeria on contact and non contact food surfaces
- Inspect finished products for quality
- Generate daily reports on product shelf life quality
- Test dip tank used to wash raw materials hourly for acceptable ppm levels
- Produce and distribute forms for team leaders to record product information for each run

Production Team Leader

Greencore Cincinnati - Cincinnati, OH - April 2009 to June 2011

- Provide leadership skills to an assembly team to make sure each sandwich, salad, or wrap leave our facility with 100% customer satisfaction
- Motivate team members to strive for success each and every day and reward those who continually demonstrate these skills
- Produce weekly graphs showcasing our production rates, goals, and hours used
- Conduct team meetings to review our previous week of production and provide a forecast of how we can make the next week even more productive

Customer Service Representative

Walgreens Ecommerce - Cincinnati, OH - May 2007 to March 2009

- Provide customer service to those with questions or concerns and those experiencing trouble with our walgreens.com website
- Use data entry skills to input customers' orders and pharmacy prescription request.
- Assist online customers via email with questions concerning our website.

Manufacturing Process Control

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Wornick Company - Cincinnati, OH - August 2006 to April 2007

- Assist with the assembly of military meals ready to eat.
- Monitored the assembly of the meals and ensured that each meal had the correct components.
- Recorded production information for the day in the company database.

Packing Inspector

Zumbiel Packaging Co - Cincinnati, OH - September 2005 to June 2006

- Packed finished products at end of production line.
- Inspected products before shipment for any errors caused by the machine.
- Start and stop machine after encountering technical issues.

EDUCATION

Associates in Information Technology

Brown Mackie College - Cincinnati, OH

2008 to 2009

Computer Programming and Support Technology

Raymond Walters College - Cincinnati, OH

2006 to 2007