

Sheresa Thibodeaux

Littleton, CO 80120

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Authorized to work in the US for any employer

WORK EXPERIENCE

Catering Director

Firehouse Subs - Greenwood Village, CO - September 2014 to Present

Responsibilities

Catering, Customer service, cashier, marketing, inventory

Accomplishments

- Creating Customer Clientelle

Tax Organizer Review Caller

ATBS - Lakewood, CO - January 2015 to April 2015

Responsibilities

Review Client Tax Organizer and contact client for any needed missing tax information for completing taxes.

Skills Used

- Customer Service
- Telephone Etiquette
- Team Player

Contractor

TPF - Arizona - July 2014 to August 2014

Responsibilities

Sales, promote product

Skills Used

- Customer Service

CSP

H & R Block - Denver, CO - January 2014 to April 2014

Responsibilities

Answer busy phone, set appointments, filling, Manage Front Office

Receptionist

Burt Ford on Arapahoe - Englewood, CO - April 2005 to November 2005

Responsibilities

Answer and direct calls, multi-line switchboard, assist sales manager and sales people, collect payments, greet and assist customers, daily deposits, new car tags

Receptionist

Farm Bureau Insurance - Lafayette, LA - February 2002 to March 2005

Responsibilities

Answer phone, greet and assist customers, general office duties, assist agents with auto policies, collect monthly payments, daily deposits

Switchboard Operator

Allstate Claims - Englewood, CO - 1993 to March 2001

Responsibilities

Answer multi-line switchboard, greet and assist customers, general office duties, assist with and distribute claims

SKILLS

Excellent Customer Service, Multi-line Switchboard