

# Elisha Mayfield

Denver, CO

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## WORK EXPERIENCE

### **Package Handler/Sorter**

FedEx - Denver, CO - August 2014 to Present

### **UPS Driver Helper**

UPS - Denver, CO - November 2010 to January 2014

#### Responsibilities

- Help driver make deliveries
- Drop off packages to customers
- Pick up deliveries to go back to the warehouse
- Scan packages accordingly before dropping off and picking up

#### Accomplishments

It's a seasonal job that I do every year.

### **Customer Service Representative**

Aramark-Coors Field - Denver, CO - April 2013 to October 2013

#### Responsibilities

- Manage flow of continual fast paced customer service line
- Prepare cash drawers for beginning shift with correct dominations of change
- Handle customer concerns and refunded unsatisfactory products
- Assist customers in finding merchandise/ products

### **Customer Service Representative**

King soopers - Denver, CO - September 2004 to September 2013

#### Responsibilities

- Manage flow of continual fast paced customer service line
- Handle all utility payment transactions, money orders, ticket sales both entertainment and lottery.
- Prepare cash drawers for beginning shift with correct dominations of change
- Assist customers with wester union transactions
- Handle rental transactions of both video and carpet cleaners
- Handle customer concerns and refund unsatisfactory products
- Assist customers in finding merchandise/products
- provide carry out assistance
- Volunteer customer service skills through out the store
- Worked in photo lab, printing pictures, changing paper

#### Accomplishments

I played a big role doing a many number of different jobs. I was a cashier. I was a gold certified photo technician when we had a photo lab. Customer service representative, a stocker, and even a book keeper. Sometimes I had to take on an acting role as management, when we were short staffed.

#### Skills Used

Microsoft word, and excel, copier, fax machine, and credit card machine

### **Food Service Worker**

Little Caesars - Denver, CO - August 2008 to December 2008

Responsibilities

- Preparing food
- Taking cash and making change for customers

### EDUCATION

#### **Health and human services in Science**

Ashford university - Clinton, IA

2013 to 2017

#### **High school diploma in Basic**

George Washington HS - Denver, CO

2002 to 2005

### SKILLS

Typing, customer service skills with communicating, cash handling experience, and the ability to work well with others, co-workers and customers.