

2266 Brandeis Dr.
Mobile, AL 36618

251 -348- 2799
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Tracey Washington Presswood

Education	1997-2000 Diploma	Shaw High School	Mobile, AL
Professional experience	2012-Current Reservations Agent	Hertz	Mobile, AL
	<ul style="list-style-type: none">• Assist customers with booking, canceling, and updating vehicles reservations• Provide knowledge of beneficial company products		
Professional experience	2006-2009 Shipping/Receiving Supervisor	FedEx Office	Mobile, AL
	<ul style="list-style-type: none">• Managed shipment of domestic and international packages• Provided assistance to customers needing copies and prints		
Professional experience	2005-2006 Customer Service	Ross Dress For Less	Mobile, AL
	<ul style="list-style-type: none">• Assisted customer with refunds and exchanges• Maintained and organized stock room		
Professional experience	2000-2005 Front End Supervisor	Michaels Arts & Crafts	Mobile, AL
	<ul style="list-style-type: none">• Supervised cashiers• Provided full service to customers-complaints, refunds, exchanges• Managed daily balancing		
Professional experience	2004-2005 Medical Records Supervisor	Alabama Orthopedics	Mobile, AL
	<ul style="list-style-type: none">• Supervised front desk clerks• Filed patient medical records• Managed distribution of mail		
References	Gail Clausell- 251-649-1192 City Health Inspector Diane Presswood- 251-661-6464 Teacher Katesha Feagin- 251-442-4473 CPA		

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