

# Alyse Holloway

## Office Manager - Safelite AutoGlass

Holloway.alyse@gmail.com - (970) 817 - 4295

### WORK EXPERIENCE

#### **Office Manager**

Safelite AutoGlass - Fort Collins, CO -

2017-06 - Present

- Microsoft Office and Outlook
- Appointment Setting
- Filing
- Customer Service

#### **Event Coordinator**

Mountain Sage Academy - Fort Collins, CO -

2013-04 - Present

- Event Planning and budgeting
- Coordinating Volunteers
- Monitoring large groups of children
- Facilitating activities such as group games and projects

#### **Customer Service Representative**

Qualfon - Fort Collins, CO -

2013-11 - 2017-04

- Customer Support via Phone, email, chat
- Activate/Deactivate services
- Online billing experience
- Sales

### EDUCATION

#### **Associates**

Colorado State University - Fort Collins, CO

2016

## SKILLS

call center/customer service, Customer Service, multitasking, RECEPTIONIST, RETAIL SALES

## ADDITIONAL INFORMATION

### Skills

- 5+ years of call center/customer service experience (Qualfon, Otterbox, PressOne, Comcast)
- Top performer in multiple accounts at Qualfon
  
- Able to keep organized while multitasking
- Exceptional Communication skills
- Patient and aware of customer's emotions