

Amber King

Receptionist/Personal Assistant/CustomerService

Fort Collins, CO 80525

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I love to work and keeping my brain from becoming stagnant is always a plus lol. Learning new things on a new job is the reason I keep looking for my next challenge or my next goal. I'm a very fast and willing learner, hardworking, dependable, mother of 2.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Stocker/Cashier

Big Lots - Fort Collins, CO

November 2022 to February 2023

I was able to find a job that fit my schedule but as soon as I got hires they were in the process of shutting down for good so it did not last long..

Burlington Coat Factory

Burlington Stores - Longmont, CO

March 2020 to March 2021

CSS (Customer Service Specialist)

Burlington Stores - Thornton, CO

November 2018 to April 2019

Leading an outstanding team, providing service where service can be provided.

Receptionist

Hound Dog Bails Bonds - Oklahoma City, OK

January 2014 to July 2017

Handled the books and client payments. Followed up on the clients cases and court dates. Made inbound and outbound calls for the company. And issued recipients.

Education

Some college in Legal Assistant

Francis Tuttle Technology Center - Oklahoma City, OK

January 2013 to September 2014

High school diploma or GED

Skills

- Front Desk
- Front Office
- Reception (3 years)
- Clerical (2 years)
- Data Entry (2 years)
- Microsoft software (2 years)
- receptionist
- organizational skills
- excel
- filing
- outlook
- Customer Service
- Customer Care
- CSR
- Customer Support
- Sales
- Personal Assistant Experience
- Administrative Experience
- Typing
- Cold Calling

Certifications and Licenses

Personal Assistant/Customer Service

September 2013 to September 2016

Customer service is the #1 down fall in most companines, but that's where me and my smile come in. Energetic, bubbly, and all good vibes. I just wanna live life and make people smile and happy while doing it.

Additional Information

I am very energetic, eager, & willing to learn and expand. Fantastic bubbly PA.. I'm a very fast learner and adapter in any situation an great at leading a group of people. Outgoing, hardworking, and if I cant personally fix the problem right then I wont stop til I do and my availability is open.