

Blake Anderson

Lake in the Hills, IL 60156

B_anderson0054@yahoo.com - (815) 814-7020

I have a variety of experience dealing with retail, medical, instructional, warehouse, labor, supervisory, call center, and sales related work.

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Service Representative

Enterprise Holdings - Crystal Lake, IL - 2016-12 - Present

call center work based off of my personal computer, working between up to 14 different programs at any given time.

kettle office manager/volunteer recruiter

Salvation army of mchenry County - Crystal Lake, IL - 2016-11 - 2016-12

A seasonal job for the Holliday season in which I managed volunteers for the salvation army red kettle campaign.

Risk Management Specialist

Chase Bank - Elgin, IL - 2015-12 - 2016-10

call center work which requires constant communication with customers/clients. Assist customers with any high risk purchases and secure accounts which have had security information breached.

Pharmacy Technician

Walgreens - Woodstock, IL - 2014-07 - 2015-11

Responsibilities

Handling money, assisting customers, problem solving, typing prescriptions, working at a quick pace to ensure productivity and work flow, working register.

Inventory Management Associate

Walmart - Johnsburg, IL - 2011-11 - 2014-07

Responsibilities

Daily responsibilities include: communicating with management, designating assigned tasks to associates, answering customer inquiries, processing of arriving trucks, operation of hand held terminals, operation of power equipment, processing of incoming inventory, stocking inventory, pulling inventory to sales floor, prepare trucks for departure.

Skills Used

Leadership, decision making, communication, time efficiency, supervisory.

Independent contractor (Chess Instructor)

Chess Scholars - Bannockburn, IL - 2013-10 - 2014-01

Responsibilities

Job responsibilities included: Arriving at designated school early for set-up, instruction of a one hour course, answer inquiries, clean up instructing area.

Skills Used

Leadership, time management, supervisory.

Package Handler

UPS - Crystal Lake, IL - 2012-11 - 2012-12

Simply a part time seasonal job with UPS. Job duties included: standing/walking for up to 8-10 hours a day, assist in the delivery of UPS packages, carry up to 70 lbs.

EDUCATION

Associates Degree

Mchenry County College - Crystal Lake, IL

2014 - 2018

GED

Blackhawk Tech - Janesville, WI

ADDITIONAL INFORMATION

Additional qualities:

Hard working, strong vocabulary, professional demeanor, organized.