

Brigette Nargo

Determined & Hardworking Self-Starter

Cheyenne, WY

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337-488-0789

I'm looking for a job with a fast paced company with many chances to advance. I am a highly motivated team player that has the willingness to learn new things.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Retail Sales Associate

Lola's Boutique - Lake Charles, LA

As a Retail Sales Associate, my MAIN job duties were to..

- welcome and greet customers
- advise customers
- answer any customer queries
- ensure that store is fully stocked at all times
- ensure goods are well displayed
- process payments
- Arrange ordering and delivery
- Receive deliveries from suppliers
- Keep the shop floor clean and neat

IT Support Specialist

NCO Group (Geek Squad) - Houston, TX

As a Call Center Representative, my MAIN job duties were to..

- answer calls and respond to emails
- research required information using available resources
- manage and resolve customer complaints
- provide customers with product and service information
- process orders, forms and applications
- route calls to appropriate resource
- follow up customer calls where necessary
- complete call logs
- produce call reports

Medical Administrative Assistant

Ameritas Medical Group - Houston, TX

As a Medical Administrative Assistant, my MAIN job duties were to..

- greet and register patients
- assist patients to complete all necessary forms and documentation
- schedule appointments for patients
- maintain and manage patient records

- move patients through appointments as scheduled
- answer incoming calls and deal with inquiries
- schedule any outside appointments for patients
- obtain external medical reports as required by medical professionals
- respond and comply to requests for information

Logistics Specialist I

CEVA Logistics - Fort Polk, LA

As a Logistics Specialist II, my MAIN job duties were to..

- Process, package and ship orders accurately
- Organize, stock, and maintain inventory
- Inspect products for defects and damages
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive and unload incoming inventory items appropriately
- Check, verify, and fill customer invoices
- Contribute ideas on ways to improve or optimize warehousing procedures

Education

AS in Business

Some College Education - Lake Charles, LA

Skills

Customer Relations, Performance Management, Supervising, Team Development, Team Management, People Person, Data Entry, Filing, Interviewing, Conflict Resolution, Coaching, Clerical, Hiring, Logistics, Operations, Scheduling, Interviewing, Project Management, Sales, Recruiting, Training, Customer Service, Call Center, Telecommunications, Employee Relations, Inventory, Strategic Planning, Fax, Filing, Cross-Functional Team Leadership, Networking, Marketing, Contracts, Negotiation, Client Relations, Stocking, Basic Computer Skills, Assembly, Call Center, Technical Support, Receptionist

Certifications/Licenses

First Aid and CPR

Notary Public