

Camille Boswell

Indianapolis, IN
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Client-focused background with strong data analysis, data entry and research skills. Solid understanding of financial and technical functions in complex environment. Excellent team work and strong capability to train others at multiple levels within an organization.

Authorized to work in the US for any employer

Work Experience

Director of Child Development

Indianapolis, IN
September 2018 to Present

- Managing household schedules
- Creating and managing budget
- Negotiation and collaboration
- Supervision of children

Security Officer

SecurAmerica - Plainfield, IN
June 2018 to September 2018

- Maintained daily log of activity within warehouse
- Greeted vendors and visitors at arrival
- Performed inspections of guests as necessary
- Patrolled parking lot
- Ability to immediately understand surroundings

Data Entry Processor

Stericycle - Indianapolis, IN
October 2017 to January 2018

- Learned, referenced and applied product knowledge information
- Handled daily heavy flow of information and cooperated with the processing departments on recording recall information
- Developed reputation as an efficient processor with high levels of accuracy
- Participated in physical inventory counts daily.

Assembler

Heartland Automotive - Lafayette, IN
November 2016 to May 2017

- Inspected and tested components, assemblies, and power tools
- Recognized and reported defective material and equipment to shift supervisor
- Verified part numbers and placed parts in appropriate containers
- Received and correctly processed both written and verbal instructions, prints and work orders

- Met and exceeded all deadlines and productivity targets, assigned tasks of training new employees to perform duties.

Call Center Representative

Alorica - Lafayette, IN

February 2016 to June 2016

- Addressed and resolved customer product complaints with empathy and professionalism
- Mastery of customer service management systems and databases
- Accurately documented, researched, and resolved customer service issues
- Defused volatile customer situations calmly and courteously
- Gathered and verified all required customer information for tracking purposes
- Referred unresolved customer grievances to designated departments for further investigation
- Resolved service, pricing, and technical problems for customers by asking clear and specific questions
- Managed high call volume with tact and professionalism
- Met and exceeded all deadlines and productivity targets.

Student Worker

Xerox - West Lafayette, IN

April 2011 to May 2015

- Responsible for processing customers sales orders, operate office equipment including production copiers, computer and bindery equipment
- Complete file set ups for customer projects using confidential customer data, i.e. social security numbers
- Printing, cutting, and binding various projects for clients
- Supervised students, conducted training of other students and full-time employees on POS System
- Processed all graduate student course material requests
- Completed inventory tracking, performed price adjustments and resolved customer concerns

Education

Bachelor's in Organizational Leadership & Supervision

Purdue University (Main Campus) - West Lafayette, IN

August 2011 to December 2015

Skills

- Word Processing (10+ years)
- Report Analysis (Less than 1 year)
- Credit Card Processing (5 years)
- Multi-Line Phone System (2 years)
- POS systems expert (4 years)
- Strong Client Relations (5 years)
- Exceptional Communications Skills (10+ years)
- Microsoft Office (10+ years)
- Strong Research Skills (10+ years)

- Excellent Time Management (10+ years)
- Critical Thinker (10+ years)
- Quality-focused (10+ years)
- Adaptable Learner (10+ years)
- Excellent Problem-Solving Abilities (10+ years)
- Guest Service
- Customer Service
- Driving Experience

Groups

Purdue Algebra/Geometry Tutor

2012 to 2013

As a tutor I was paid to help Purdue students with their Algebra and Geometry homework assignments and also to teach them as much as they needed to feel confident in their ability to comprehend the lessons.

Minority Technology Association

2014

This group developed and recruited minority students in the STEM fields of study.

Green Team Recycling Club

2011

In this club, we would discuss the importance of a 'green' planet as well as planning events to clean up the environment.

Additional Information

Volunteer service with Food Finders in 2014, volunteer service at Glen Acres Elementary after school program from 2014 to 2015, and volunteer service with the Almost Home Humane Society animal shelter in 2015.