

# CERCE SILLS

5209 Rustic Ave. Firestone, CO 80504

720-766-2717

[sillscerce@gmail.com](mailto:sillscerce@gmail.com)

*To obtain a position with an established company, with room for growth.*

**JULY 2017 – AUGUST 2018**

**RECEPTION, Essential Massage**

accommodating to ones needs, answering incoming calls, scheduling for four therapists, laundry, cleaning of space, efficiently filing and organizing, assisting with marketing, upselling

**APRIL 2016 – NOVEMBER 2018**

**DRIVER, Lyft/Self Employment**

navigation, getting the rider to their destination safely and in a timely manner, clean cab space and maintain

**NOVEMBER 2018 – SEPTEMBER 2020**

**CUSTOMER SERVICE, International Governor Services (IGS)**

answering incoming calls, 50+ emails a day, shipping (domestic and international), receiving, quoting, invoicing reports to OEMs, tracking cost of poor quality, inventory, scanning, vetting of customers (domestic and international), (operating system)

**2012**

**RANGEVIEW HIGH SCHOOL**

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| <ul style="list-style-type: none"><li>• Customer Service</li><li>• Computer Skills</li><li>• Word, Excel, Office Products</li><li>• Typing</li></ul> | <ul style="list-style-type: none"><li>• Filing</li><li>• Driving</li><li>• Clerical</li><li>• Billing</li><li>• Quick learning</li><li>• Team player</li></ul> |
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## REFERENCES

Carlie Lewis  
Assistant Property Manager, *Renaissance Property Management Company*  
720-810-9969

Cindy Wheeler  
HR Specialist, *Dallas Airmotive*  
214-956-3042

Mary Winslett  
Customer Service Rep. Senior, *IGS*  
303-242-4266

Chad Queen  
Operations Manager, *IGS*  
720-766-0842

Sandra Irshid  
Business Owner, *Serenity Spa*  
719-400-5623

Beth Dunn  
Sales Manager, *IGS*  
303-909-3923

