

Ciera Pyles

Experienced data entry, CSR , clerk

Fort Collins, CO 80521

cierapyles3_bj2@indeedemail.com

+1 317 652 0658

Accomplished and energetic worker. Quick and eager learner with a solid history of achievement in data entry, clerical , payroll, timekeeping and communications. Also in leadership rolls such as Supervisor, team lead and manager inventory control. Motivated leader with strong organizational and prioritization abilities.

Authorized to work in the US for any employer

Work Experience

Department outreach associate

Express Employment Professionals / Larimer County Health Dept. - Fort Collins, CO

October 2021 to Present

- Maintained efficient clerical systems
- resolved customers complaints and handled their needs.
- Updated records for local clinics.
- Compiled information and entered data
- Maintained relationship with general public via local businesses.
- Made phone calls to collect vital information and entered all data received in said phone call.
- Trained coworkers as well as new hires.

Payroll Clerk

Star Enterprises - Indianapolis, IN

May 2018 to September 2021

Input employee informaton into the system to generate payroll checks and subcontractor payments.

Maintain balanced and updated payroll documents and time records to ensure error free reports.

Resolving any payroll discrepancies such as employee time keeping errors.

Update records by entering changes in exemptions.

Answering any questions that employees may have regarding pay,taxes , deductions as well as hours worked and or entered.

Preparing reports that included summaries of earnings and tax deductions.

Machine Operator

I.A.C - Greencastle, IN

July 2013 to July 2020

Observe machine operations to ensure quality and conformity of filled or packaged products to standards.

Trim any excess material and buff any imperfections.

Attach identification labels to finished packaged items, such as lot numbers or shipping destinations.

Inspect and remove defective products and packaging material.

Count and record finished and rejected packaged items.
Train new employees as well as other coworkers

Order Picker

Dixie Chopper - Greencastle, IN
February 2013 to June 2013

Read orders to ascertain catalog numbers, sizes, colors, and quantities of merchandise.
Obtain merchandise from bins or shelves.

Embossing Machine Operator

B.R.I. Staffing - Mooresville, IN
October 2012 to March 2013

Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
Monitor machine operation, and make adjustments as necessary to ensure proper operation.
Sort, assemble, and proof completed work.

Team Lead

D.B. Schenker - Plainfield, IN
March 2010 to August 2012

Develop an understanding of customers' needs and take actions to ensure that such needs are met.
Direct availability and allocation of materials, supplies, and finished products.
Maintain and develop positive business relationships with a customer's key personnel involved in or directly relevant to a logistics activity.
Direct team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.
Report project plans, progress, and results.
Explain proposed solutions to customers, management, or other interested parties through written proposals and oral presentations.

Education

High school diploma

Skills

- Marketing (1 year)
- Time Management (4 years)
- Training (9 years)
- Data entry (7 years)
- Office experience (8 years)
- Microsoft Word (6 years)
- Customer service (6 years)

- Google Suite
- Manufacturing (10+ years)
- Google Docs (2 years)
- Order Picking
- Salesforce
- Logistics (7 years)
- Microsoft Office (6 years)
- SAP (6 years)
- Account Management (4 years)
- Project Management (4 years)
- Microsoft Outlook (7 years)
- Budgeting (4 years)

Additional Information

- Skills

Budgeting and book keeping

Judgment and Decision Making Active Learning

Time Management Education and Training

Troubleshooting. Sales and Marketing

Administration and Management Management of Material

Resources