

# Poresha Cosey

**Objective:**To contribute my skills and experience in a position in the customer service/ service industry

Minneapolis, MN

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Order selector/ sanitation**

Supervalu - Hopkins, MN - August 2014 to June 2015

#### Responsibilities

material handling, selecting correct product from the racks, and palletizing them. Transporting it to designated area to shrink wrap. Operated jack pallets, tuggers, sweeper, scrubber, scissor lift

### **Injection Molding Operator**

7-Sigma - Minneapolis, MN - June 2014 to July 2014

#### Responsibilities

Building mold in press, complete set up for injection on computer monitors, read blue prints for part needed to be assembled, machine maintenance,

### **Customer Service Representative**

Jerrys Enterprise - Minneapolis, MN - August 2013 to June 2014

#### Responsibilities

Greet customers, run cash register, handle cash, prep food, prepare food, maintain clean work environment, answering phones, counting inventory

### **Crew Member**

Erbert & Gerberts - Minneapolis, MN - January 2013 to April 2013

Greet customers, run cash register, handle cash, prep food, prepare food, maintain clean work environment, answering phones, counting inventory

### **Crew Member**

Jimmy Johns - Minneapolis, MN - September 2011 to November 2012

Greet customers, run cash register, handle cash, prep food, prepare food, maintain clean work environment, answering phones, counting inventory

### **Customer Service**

Chipotle - Minneapolis-Saint Paul, MN - March 2011 to August 2011

Greet customers, run cash register, handle cash, prep food, prepare food, maintain clean work environment, dish washer, answering phones, stock inventory

### **Sales Associate**

Macy's - Saint Paul, MN - August 2010 to November 2010

Greet customers, provide customers with the best customer service, run cash register, handle cash, meet sales goals, clean store area & fitting rooms

**Medical Billing and Coding Extern**

Pillsbury United Communities - Minneapolis, MN - July 2009 to September 2009

- Perform eligibility checks for patients seeking PCA care
- Answer phones, direct calls, and answer questions
- Order files and ensure all paperwork is correct and up to date

**Package Handler**

Fed Ex - Brooklyn Park, MN - April 2007 to August 2007

- Loaded and unloaded trucks, palletized, and shrink wrapped packages
- Used hand scanner for record keeping • Zip code sorting