
Cree Coleman

Customer service

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Denver, CO
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SKILLS

- Hard working, dedicated fast learner
- Pays close attention to detail
- Awesome listener
- Skillful exemplary customer service
- Strong computer and communication skills

EXPERIENCE

Katzke paper company - customer service representative

08/2018 - 04/2020

- Answer calls and assist customers with orders and shipments .
- Work online to arrange Processing and cancelation of orders

Eaton lighting - warehouse associate

04/2015 - 08/2018

- Assemble and pack lighting fixtures
- Perform quality control checks to ensure customer satisfaction
- Box and ship merchandise

Sephora - customer service representative

07/2013 - 04/2015

- Place orders online for customers
- resolve customer issues
- assist customers with beauty products, questions and concerns

EDUCATION

Medical assistant certificate

Muscatine community college 2009-2011

High school diploma

Central high school 2005-2009

