

# Ebony Gilmer

## Laborer

Minneapolis, MN

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Reliable and hardworking individual. Skilled multitasker with ability to handle multiple workplace responsibilities with accuracy and efficiency. Seeking a position extensive customer service skills and excellent time management abilities can be utilized for productivity and advancement within a company.

### CUSTOMER SERVICE:

- \*Ability to tactfully handle difficult situations and customer disputes in a calm and professional manner.
- \*Successfully represent business as an industry expert, consultant and problem solver.
- \*Proficient in clerical duties to include: filing, faxing, copying, typing (40 wpm).
- \*Proven ability to work well with a team as well as individually when required.
- \*Accurately capture customer information and document accounts.
- \*Completes supporting paperwork and data entry as required.
- \*Superior communication skills; both written and verbal.

### GENERAL LABOR:

- \*Highly skilled in loading components into cartons and all aspects of the packing processes.
- \*Inspect units for defects and repairs to ensure that quality standards are met.
- \*Strong mathematical skills and ability to perform accurate measurements.
- \*Robust physical stamina for performing strenuous and repetitive tasks.
- \*Excellent grasp of safety guidelines for a variety of job contexts.
- \*Efficiently ran baby registry and inventoried items for shipment.
- \*Add labels to packages and prepare for shipment.

### HOUSEKEEPING:

- \*Highly skilled in sweeping, dusting, scrubbing, moping, washing, vacuuming and waxing.
- \*Able to understand and follow all safety precautions and work related directions.
- \*Demonstrated ability to accomplish physically challenging tasks.
- \*Familiar with the safe usage of different kinds of chemicals.
- \*Hands-on experience to operate housekeeping equipment.
- \*In-depth knowledge of cleaning methods.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Laborer

Target Corporation - Minneapolis, MN - August 2014 to February 2016

#### Housekeeper

Stay Bridge Hotel - Maple Grove, MN - June 2011 to June 2014

#### Receptionist

Oak Park Community Resource - Minneapolis, MN - December 2007 to May 2011

EDUCATION

**License in A.G.D**

Empire Beauty School

May 2018