

Ebony Robinson

Minneapolis, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Shift Manager

Walgreens - April 2011 to Present

Office Assistant

PPL Corporation - Minneapolis, MN - March 2008 to May 2010

package Handling I also answered multi lined phones greeted each client checked clients in for intakes and job searches!!! I scheduled appointments!!

Team Leader/Supervisor

Target - June 2004 to September 2009

Leaded a team of 100 employees also I was target operator answering phones directed calls to the right department!! Greeted customers

EDUCATION

High school or equivalent

Adult and Community Education Minneapolis

SKILLS

Excellent with Microsoft word and Excel (3 years)