

Evelyn Garrett

Customer Service

Clemson, SC
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Customer Service Representative with over 5 years of experience in the food service field. Skilled at multitasking and proficient using Microsoft Word and Excel. Enjoy working and interacting with people as well as committed to assisting customers.

WORK EXPERIENCE

Bus Driver

Bartlett Nuclear Inc - Seneca, SC - September 2013 to December 2013

Responsibilities

Drove workers to and from the plant. Refueled and cleaned bus as needed.

Overnight Stocker

Walmart - Central, SC - May 2013 to September 2013

Responsibilities

- Use pallet jack to pull freight to and from the backroom
- Stock, zone, and clean designated area by the time assigned
- Dispose of cardboard in baler and trash in compactor
- Train new employees on store operations and rules as needed

Cashier

Quiznos - Lithonia, GA - May 2008 to December 2009

Greeted customers as they entered the restaurant

- Took orders in person, over the phone and via e-mail
- Prepared food as requested by customers
- Accepted payments from customers via gift cards, credit cards and cash

Camp Counselor (Seasonal)

DeKalb County Recreation Center - Decatur, GA - June 2007 to August 2007

Coordinated daily educational and recreational activities for 20 children aged 4-5

- Planned field trips and activities
- Supervised children during play and classroom activities

Machine Operator

Sanderson Industries Inc - Atlanta, GA - February 2007 to April 2007

Checked automotive parts for defects

- Loaded and unloaded press machine
- Labeled and packed merchandise to prepare for shipping

Order Picker

Marshall Distribution Center - Atlanta, GA - October 2006 to January 2007

Picked and pulled orders based on automated instructions

- Packed boxes to prepare for shipment

Cashier

Popeye's - Benton Harbor, MI - June 2003 to August 2005

Accepted payments from customers via cash and credit cards

- Took and prepared orders including beverages, meals, and desserts
- Assisted with opening the restaurant and preparing food in the mornings
- Trained new employees on store operations when needed

EDUCATION**Diploma in General Curriculum**

Kalamazoo Christian High - Kalamazoo, MI

2004 to 2005