

Haley Evans

Resume

Fort Collins, CO 80528

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+1 563 279 7541

Authorized to work in the US for any employer

Work Experience

Alorica Customer Service Representative

Alorica (remote) - Tampa, FL

August 2021 to Present

I answer unbound phone calls, look at the status of orders, issue credits when necessary, cancel orders if requested

Data Entry

Data Dimensions - Clinton, IA

January 2016 to October 2018

I corrected mistakes on paperwork and sorted through to make sure documents were in the correct order

Customer Service Specialist

DM Services - Clinton, IA

October 2014 to January 2016

Answered inbound phone calls, took payments, placed online orders, issued credits when needed

Education

High school diploma

Camanche High School - Camanche, IA

August 2010 to May 2014

Skills

- Data entry
- Customer support
- Cold Calling
- Account Management
- Order Entry
- Customer Service

Assessments

Customer focus & orientation — Expert

October 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.