

Jaqueline Meza

Fort Collins, CO

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Administrative Writing Skills, Reporting/Data Entry Skills, Microsoft Office Skills, Professionalism, Typing, Professional Phone Skills/Verbal Communication, Supply Management, Organization, Attention to Detail, Results Driven

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Service Representative

OtterBox - Fort Collins, CO -

2017-11 - Present

Customer Service Representative helping customers file warranties for products help purchase products over the phone

Customer Service Associate

Breeze thru car wash - Greeley, CO -

2017-08 - 2017-10

Customer service interaction, cash handling, directing customers to right information

Customer Service Representative

Safeway - Mesa, AZ -

2016-09 - 2017-08

Customer Service, Gas Clerk, Produce, Fresh Cut, Floral, Courtsey Clerk and Cashier.

Production Assistant

Skinny Crisps - Boulder, CO -

2017-03 - 2017-04

Baking and packaging crackers

Claim Associate-Title Doc Processor

State Farm Mutual Automobile Insurance Company - Greeley, CO -

2016-12 - 2017-01

Completes processing of documents related to salvage disposition in accordance to authority provided by the claim handler. Facilitates all necessary paperwork to properly brand title on all salvage at direction of claim handler.

Customer Service Representative, Cashier

Natural Grocers by Vitamin Cottage - Mesa, AZ -

2016-06 - 2016-09

Cashiering and greeting customers, answering the telephone following company policies and procedures. Calling stores for and checking on special order products stocking magazines and putting together literature packets assisting with tagging, facing, rotating, cleanliness, stocking, back stock, and returns. Offering support to all departments, cleaning aisles and making sure the store is shopable.

Data Processing Clerk

JPMorganChase & Co - Phoenix, AZ -

2016-04 - 2016-06

Processing a high volume of document transactions Ensuring guidelines are followed. Areas include Extraction, Document Preparation, Image Capture, Balancing, Data-keying, and Output. Processing a high volume of forms while meeting and exceeding production goals.

Molding/Assembly Processer

The Tech Group - Tempe, AZ -

2015-09 - 2016-01

Specialized Molding - Multi-shot. A medical devices contract manufacturer. Injection molding with fully-integrated downstream assembly. Drug repackaging and label reconciliation. Needle handling, UV bonding, laser etching, printing, welding, leak testing.

Sales Associate

JCPenny Retail Store - Mesa, AZ -

2015-04 - 2015-10

Responsibilities of a JCPenney sales associate include greeting customers, assisting guests with finding merchandise, stocking and organizing product on the sales floor, ringing up purchases, and handling returns and other discrepancies.

Hostess/Server

Panda Express - Mesa, AZ -

2014-08 - 2014-10

Greet and serve customers with quality food and service with interpersonal skills. Attention to detail in food and service quality, along with cleanliness in the work station

EDUCATION

GED - Mesa, AZ

Mesa Community College