

Jeddariah Brooks

customer service Rep

Hooper, CO 81136

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Accomplished and energetic customer service with a solid history of achievement in customer service. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include working with the clients easily, conflict resolution and problem solving.

Work Experience

Utility Locator

Stake Center Locating-Hooper, CO

February 2022 to Present

Utility Locator

USIC-Salt Lake City, UT

April 2021 to Present

Located underground power fiber and copper lines

General Production Worker

Stouffers-Springville, UT

January 2020 to Present

General production

General Production Worker

Stouffer's Frozen Foods-Springville, UT

January 2019 to Present

I lift and move racks and v mags full of food to cook stands and to the line to be made into food

CNC Operator

JSI STORE FIXTURES

December 2018 to Present

Run and clean a cnc machine for wood working make sure the plans are right and match

Combo

Ihop-Payson, UT

June 2018 to Present

I work in the back of the house I have my food handlers permit

Agent

ADP-West Valley City, UT

October 2016 to January 2018

Took inbound calls

customer service Rep

Xerox-Salt Lake City, UT

November 2013 to June 2014

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.

customer service agent, SaltLake city

teleperformance

2011 to June 2013

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.

Education

Highschool

Douglas High School - Douglas, AL

August 2003 to May 2007

Skills

- CNC
- Machining
- Manufacturing
- Delivery Driver Experience
- Hand tools
- Power tools
- Microsoft Office
- Microsoft Excel
- Logistics
- Microsoft Word
- Organizational skills
- Management
- Microsoft Powerpoint
- Analysis skills

Certifications and Licenses

Food Handler Certification

Driver's License

March 2019 to May 2024