

# Joshua Hebert

## **Meat Dept Associate**

Ashland, NH 03217

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603-375-4163

An interesting position with a growing company.

Authorized to work in the US for any employer

## Work Experience

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### **Meat Dept Customer Service Associate**

Walmart - Plymouth, NH

September 2016 to January 2018

Responsible for keeping meat area fully stocked with fresh meat. Handled mark downs and removal of outdated supply. Kept freezer area clean and handled unloading of food. Helped customers with inquiries and general customer service duties.

### **Office assistant**

Judy's Cleaning - Bristol, NH

March 2013 to July 2016

Answered phones, filed, faxed, handled some billing. Worked with office manager to assist in daily activities. Helped work on schedules and keeping managers scheduled. Helped place advertisements and write up flyers, brochures etc.

### **Phone Operator**

ABT Associates - Hadley, MA

May 2011 to January 2013

Use of computer and phones to call up clients and have them answer various survey questions pertaining to their use of our products. Use of multi-line telephones and computer to talk to customer over the phone and fill in the survey on the computer. Often times there was a script to be read to the customer beforehand. Telemarketing and customer service skills needed to perform job duties.

### **Laundry aide**

Calvin Coolidge Nursing Home - Northampton, MA

February 2008 to April 2011

Sorted, washed, dried and folded laundry for small nursing home. After laundry items were completed washed, dried and folded, I would return the items to their rightful place. Had to adhere to sanitation guidelines with accordance to the State of Massachusetts.

## Education

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**Some college**

## Skills

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Customer Service, Call Center, CSR