

# Kristin Myers

## **Experienced Customer Service Agent with Property Management/Accounting Experience**

Greeley, CO 80634

[kmyers976\\_8it@indeedemail.com](mailto:kmyers976_8it@indeedemail.com)

+1 970 222 0905

Customer service professional dedicated to effective team management and customer satisfaction. 7 years in fast-paced customer service environments, along with 2 specifically in call-center environments. 2 years of property management experience. Personable and professional under pressure.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Community Manager**

Creek View Apartments - Greeley, CO

June 2019 to Present

- Management of operations/maintenance for 348 units
- Design and implement effective marketing initiatives for existing/potential residents
- Review and approve all prospective tenant applications (including credit/background checks)
- Prepare and monitor all legal documents relating to tenant occupancy
- Review and post all rent checks as well as all accounting responsibilities
- Interview, hire, and train onsite staff
- Management of all audits throughout the property
- Managed and resolved resident concerns

### **Customer Service Representative**

Hach Company - Loveland, CO

July 2016 to June 2019

- Handled all customer relations issues in a gracious manner and in accordance with company policies
- Placed orders over the phone/email
- Maintaining customer relationships
- Creating/managing accounts
- Resolving order/shipment issues
- Advanced data entry

### **Shift Leader**

Laporte Pizza - Laporte, CO

April 2013 to November 2016

- Verified that prepared food met all standards for quality and quantity
- Diligently restocked work stations and display cases
- Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures
- Handled currency and credit transactions quickly and accurately/cash register management

- Followed food safety procedures according to company policies and health/sanitation regulations
- Trained new employees
- Inventory management

### **Food Service Worker**

Hach Company - Loveland, CO

November 2014 to July 2016

- Verified that prepared food met all standards for quality and quantity
- Diligently restocked work stations and display cases
- Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures
- Handled currency and credit transactions quickly and accurately/cash register management
- Followed food safety procedures according to company policies and health/sanitation regulations
- Trained new employees
- Inventory management

## Education

---

### **DIPLOMA**

POUDRE HIGH SCHOOL

2014

## Skills

---

- Microsoft Excel (2 years)
- Multi-Line Phone System (2 years)
- Microsoft Outlook (5 years)
- Microsoft Office (6 years)
- Microsoft Powerpoint (5 years)
- Oracle (2 years)
- Cisco (1 year)
- Call Center (3 years)
- Customer Support
- Proofreading
- Adobe Acrobat
- Property management (2 years)
- Property leasing (2 years)
- Office manager experience (2 years)
- Fair Housing regulations (2 years)
- Customer service (8 years)
- Section 8
- General ledger accounting
- Accounts payable

- Bookkeeping
- Accounts receivable
- Phone etiquette
- Sales (2 years)
- Filing (2 years)

## Additional Information

---

- Excellent time management skills
- Customer/tenant-focused
- Microsoft Office
- Exceptional telephone etiquette
- Extensive office management/administrative experience
- Strong work ethic
- Extensive customer service skills
- Software: Cisco, Oracle, Excel, Word, Sharepoint, Outlook
- Multi-line phone system
- Typing speed of 68 WPM
- Accounting/Bookkeeping