

Latisha Whitley

Saint Paul, MN

latishawhitley6_keg@indeedemail.com

3147829925

Authorized to work in the US for any employer

Work Experience

Customer Service Rep

Sportsman's Guide - South Saint Paul, MN

August 2018 to Present

Salesman , order specialist ,

Informational specialist interviewer

ISG - Bloomington, MN

May 2018 to September 2018

Make outbound calls conducting marketing research surveys, gathering data from clients

Mail sorter/ bindary

Epsilon

August 2016 to December 2017

Responsibilities

Sorter mail by zip codes, packaging inside containers by correct zipcodes labeling, staging pallets for pick up. Also operated various of machines. Inspect mail for correct postage,

Skills Used

Able to stand for long periods of time , fast paced.

Document Specialist

Convergys - St. Louis, MO

March 2013 to July 2016

Responsible for maintenance of company documents, storage, cataloging and retrieval of documents

File Clerk

Mayo Clinic - St. Louis, MO

November 2012 to September 2015

Maintain and protect files of a company or organization, responsible for managing all paperwork that needs to be retained from personnel records and clients profiles.

Customer Service Representative

UnitedHealth Group - St. Louis, MO

August 2013 to February 2015

Listen and responds to customers questions, interact with customers to handle complaints, process orders, and provide information about organizations products in service.

Call Center Representative

Charter Communications - St. Louis, MO

July 2012 to September 2014

Handled incoming or outgoing customer calls for a business, handle account inquires, customer complaints or support issues.

Production inspector

Nature Bakery

June 2009 to October 2011

Responsibilities

Inspected nature food bar products after machines moldes it, picked orders and packaged them. Build pallets

Assembly Operator

Park370

January 2006 to May 2009

Responsibilities

Worked on assembly line picking orders, packaging products.

Skills Used

Driving pallet jack to pick orders from warehouse

Surveyor

Great Expectations

August 2004 to April 2009

Responsibilities

Inbound calls and outbound calls calling businesses in residential conducting surveyors.

Education

High school diploma

Parkway North High School

Skills

Pallet Jack, (7 years), Customer Service (8 years), Warehouse (8 years), Filing (7 years), Documentation (4 years), Call Center (5 years)