

2072 Fremont Ave, St. Paul MN 55119, 651-313-0297, latonya.somethingnice.miller@gmail.com

Latonya Miller

Objective Experience as office assistant looking for position which will allow for advancement.
Exceptional communication skills and experience in fast-paced work environments.

Professional **General office support**

Highlights Filed, posted and photocopied company documents.
Answered phones and greeted customers in a professional and courteous manner.
Responsible for data entry and mailings and participants.
Maintained alphabetical and numerical filing system.

Skills Excellent telephone and people skills.
Work cooperatively with a wide range of personalities.
Work equally well as a team member or independently.
Dependable, punctual, and reliable work habits
Can be counted on to get the job done with little or no supervision.
Packaging and Assembly experience
Experienced in operating a cash register
Experienced in preparing a wide range of food

Employment	PCA Nursing Assistant	First Stat, St. Paul, MN	2004-2015
History	Call Representative	Craftmatic Adjustable Bed, St. Paul, MN	2007-2008

Latonya Miller
2072 Fremont Ave.
St. Paul, MN 55119

Dear Hiring Manager,

I am writing this letter to express my interest in the open Customer Service Telemarketing position in your company. My experience as a receptionist, telemarketer, and customer service agent make me an excellent candidate for the position.

I have over five years' experience in the customer service field in telemarketing and in-person sales. At my last position with Craftmatic Adjustable Bed, I was responsible for taking inbound and outbound phone calls and setting up appointments for clients. My attention to detail and accurate data entry skills were important to ensure that the appointments were made correctly in the software program. I also have experience with various office tasks including using fax machines, performing data entry, and filing documents.

I am a very reliable, trustworthy, dependable hardworking employee. I am definitely someone you can count on to get the job done whether I am working independently or as part of a team. Please don't hesitate to contact me if you have any further questions or you would like to schedule an interview.

Sincerely,

Latonya Miller

651-313-2097