

Latoya Pearson

Customer Service Associate/ Data Entry Clerk

Minneapolis, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Appointment coordinator

ENVIRONMENTAL SYSTEMS INC - Eden Prairie, MN - August 2016 to Present

Call customers into a 7 question survey on air quality take inbound calls on a promotional giveaway

Laundry attendant

Anytime Laundry - Marietta, GA - April 2016 to Present

Greet customers handle cash and credit card payments wash and fold laundry for customers cleaning and Light maintenance of the facility

Assembler/Production

RMS through staffway - Lawrenceville, GA - December 2015 to Present

Responsibilities

scan numerous products for a grocer and determine what needed to be done with the product once it was scanned

Associate

Walmart through Select Remedy - Round Lake, IL - June 2015 to August 2015

Responsibilities

Remodel the store from replacing shelves, signs and prices as well as assist the current Walmart employees with customers and stocking shelves

Appointment coordinator

Betterway siding and windows - East Peoria, IL - June 2014 to September 2014

Responsibilities

call numerous customers try and set up an appointment for sales associate to go out measure up whatever work needs to be done and try to earn the business of the customer

Skills Used

being able to call someone and get hung up on it numerous times and just keep working is definitely a skill of mine

Sales Representative

USA Community Guides - Peoria, IL - January 2014 to January 2014

Responsibilities

Call business to sell them advertisement for an online magazine

Skills Used

great customer service skills listening building rapport with customers

Machine Operator/Assembler

Little lady foods - Gurnee, IL - September 2013 to November 2013

Operate a cheese machine for a frozen food distributor as well as practice safety measures and put different products on frozen pizza while product moves on conveyor

Picker/Packer

Apl/ GE through Select remedy - Gurnee, IL - November 2012 to July 2013

Pick and package engine parts for distribution company as well as auditing and allocating

Picker/Packer

Parallel employment - Kenosha, WI - April 2012 to December 2012

Work on assembly line and pick and package products for SMS distribution

Light Industrial

GFX - Gurnee, IL - September 2012 to November 2012

Responsibilities

pick products to place in bin while bin moves down conveyor for speedway gas stations as well as count products for each one I placed in bin

Receptionist

APG Enterprises Inc. - Orlando, FL - August 2008 to July 2011

Answering a multiline telephone, filing, processing payments, payroll and customer service

Front Office Assistant

TEAM PHYSICIANS MERRIVILLE IN - Merrillville, IN - January 2006 to May 2006

Data entry, filing in a fast paced medical office, scheduling appointments, insurance verification, processing payments and informing new and past clients of our family doctors return

Sales Associate

NEON RAYZ - Normal, IL - November 2004 to September 2005

Informing new and existing customers of products and promotions offered by the company, assisting management with inventory records, handling cash, check and credit card transactions, filing and data entry as well as maintaining inventory products and records

Customer Service Representative

SCIENTIFIC HEALTH - Bloomington, IL - November 2003 to April 2004

Call and Visit numerous Physicians and Dentist to introduce a new pharmaceutical Product package and mail product, postcards and informational booklets and handling payments using quickbooks

LEAD GENERATION

2003CAPTIVA TECH - Bloomington, IL - November 2001 to November 2003

Payroll, Data entry, answering a multiline telephone, filing, monitor and motivate six appointment coordinators

SKILLS

Microsoft Word, Windows Xp, Excel, Quickbooks Outgoing, Fast learner, Great problem solver, Typing 35W.P.M (5YRS.)