

# Linda Barela

4220 W County Rd 54G Lot 49, Laporte, Colorado 80535, (970) 599-2629, lbarela7572@gmail.com

## Objective

- I would like to gain experience in the jobs that are offered to me. My goal with this job is to be a reliable, self-sufficient, and a trustworthy employee.

## Education

Poudre High School

- Fort Collins, Colorado
- 2001
  - GED

Institute of Business and Medical Careers

- Fort Collins, CO
- 2001-2003
  - Medical Assisting Associate's Degree

## Professional Experience

Customer Service Representative

- January 14, 2019 to Present (May 5th, 2019, lay off)
- Whistle the Pet Tracker
- 1311 16th Ave, San Francisco, CA 94122
- Danny Healy
- 415-692-0200
- I took calls from customers and helped with problems with accounts.
- I helped other representatives with how to handle accounts.
- Took chats to help with troubleshooting, customer concerns.
- Helped with email support

Tier II in Billing

- June 2015 to January 2019

- Rise Broadband
- 619 14th St SW Loveland, CO 80537
- Aubree Martin
- 866-604-6572
- I took calls from customers and helped with problems with accounts.
- I helped other representatives with how to handle accounts.
- Helped with several side projects.
- Took chats to help with troubleshooting, customer concerns, and sales.

#### Customer Service Representative

- April 2015 to June 2015
- Resource MFG
- 1707 N Main St Suite 402, Longmont, CO 80501
- (303) 772-7202
- I took calls from customers and helped with problems with accounts.
- I helped other representatives with how to handle accounts.
- Helped with several side projects.
- Took chats to help with troubleshooting, customer concerns, and sales.

#### Customer Service/Fuel Service Tech

- February 2014 to December 2014
- King Soopers
- 1842 N College Ave, Fort Collins, CO 80524
- (970) 494-6940
- Stocking
- Helped customers with concerns and questions
- Payment processing
- Counted money

**Skills**

I have over fifteen years in the customer service field. I have managed individuals for a year and have assisted with training new hires. I have significant computer skills along with phone service skills for over eight years. I can type 35 wpm. I am value team involvement. I have a positive attitude and am personable person that is very dependable. I am always striving for efficiency.