

Lyndsay Foster

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Work Experience

Warehouse Associate

Yeck brothers - Dayton, OH
September 2018 to Present

Fulfillment of customer orders to specification, running it through postal service and keeping clean work areas.

Front Desk Receptionist/Customer Service

Insurance Agency - Dayton, OH
February 2014 to June 2017

Greeted customers, answered a multi-line phone, scheduled appointments, and data management using various Microsoft Office programs. Scanning and faxing of customer information

Production Worker

BEHR - Dayton, OH
July 2000 to April 2014

Responsibilities

Assembly of various parts for HVAC systems for cars, inspection of parts, inventory, stocking, and packaging of parts. Use of power tools and machines during the assembly process, routing wire on parts.

Customer Service Representative

Cashland - Dayton, OH
October 2009 to March 2011

Responsibilities

Customer service, loan approval, bill payment, check cashing, data entry, collection of delinquent loan accounts, opening and closing of the store cross sell clients payday loans.

Non food/video clerk

Kroger Stores - Vandalia, OH
February 1997 to March 2000

Stocking shelves, rotating product, unloading truck, customer service and setting up new merchandise.

Education

Business Administration

Clark state Community College - Dayton, OH

May 2016 to March 2019

Skills

Microsoft Office Products (4 years), Accounting, Front Desk, Data Entry, Front Office, filing, receptionist, organizational skills

Additional Information

Customer service/Reception professional with experience working in fast paced environments that demand organizational and interpersonal skills. Detail oriented and confident in interacting with individuals on all levels.

- * Customer Service
 - * Computer and Office Equipment Operations
 - * Telephone Reception
 - * Filing and Data Entry
- Microsoft Word, Excel and PowerPoint