

Michelle Neuenfeldt

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To obtain a position that will allow me to utilize my educational background and my experience in Customer Service and Dispatching.

Authorized to work in the US for any employer

WORK EXPERIENCE

Weekend Manager

Zerorez Carpet Care - Richfield, MN - March 2011 to March 2013

Duties include: Answering all incoming calls including, booking appointments, customer service and some routing.

Sales Associate

Ashley Furniture - Maplewood, MN - December 2007 to June 2009

Duties include: . Meeting and greeting customers. Presenting product and upselling Cashing orders, and data entry.

Medical Records and Health Information Technician

Healtheast Care System - Saint Paul, MN - October 2002 to May 2004

Duties included: Assisted Doctors with the retrieval of personal medical information. Filed loose papers, and specialized in the Release of Information protocol and terminal digit filing.

Customer Service

Levitz Furniture - Saint Paul, MN - September 1996 to October 2002

Duties included: Scheduled and dispatched deliveries for contract drivers. Handled customer complaints, and assisted sales staff in order process and delivery.

SKILLS

Demonstrated proficiency in time management and multitasking, posses' exceptional written and verbal communication skills. Excellent computer skills, and 10 years experience in customer service.

EDUCATION

Certificate in Medical

Anoka Technical College - Anoka, MN
May 2006

Nursing Assistant Certification

Century College - Saint Paul, MN
April 2004

Medical Dispatch

St. Paul - Saint Paul, MN

SKILLS

Customer Service (10+ years), Typing (10+ years), Dispatch (5 years), Answering Phones (10+ years), Medical Terminology (3 years), Receptionist (10+ years), Administrative Support (10+ years), Powerpoint (10+ years), Excel (10+ years), Word (10+ years), Accounts Payable (1 year), Employee Supervision (2 years), Data Entry (10+ years), Filing (10+ years), Fax (10+ years), Inventory (5 years), Logistics (10+ years), Photoshop (10+ years), Quickbooks (2 years), Sales (2 years), Windows (10+ years)