

Rebecca Madsen

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To find an interesting and enjoyable job
Authorized to work in the US for any employer

Work Experience

Client Account Specialist

Signarama - Fort Collins, CO
June 2016 to Present

- * Assist customers in person, over the phone, and via email
- * Maintain stock supply levels and order more as needed
- * Organize payment reconciliations, files, and supply information

Sales and Service Representative

First Citizens Bank - Fort Collins, CO
March 2015 to May 2016

- * Accurately assist customers with normal banking transactions
- * Call prospective and existing customers
- * Insure customer facing materials and customer files are up-to-date

Sales and Service Representative

PrideStaff - Fort Collins, CO
August 2014 to March 2015

at First Citizens Bank

- * Accurately assist customers with normal banking transactions
- * Call prospective and existing customers
- * Complete other administrative tasks as necessary

Copy Center Supervisor

Staples - Fort Collins, CO
August 2011 to September 2014

- * Insure register reconciliation and daily deposits are completed correctly
- * Complete customer orders correctly and in a timely fashion
- * Accurately complete customer transactions using cash, checks, credit, and/or debit cards
- * Take care of multiple customers and tasks at one time

Copy Center Expert

Staples - Casper, WY
March 2011 to August 2011

- * Complete customer orders correctly and in a timely fashion
- * Accurately complete customer transactions using cash, checks, credit, and/or debit cards

* Take care of multiple customers and tasks at one time

Inventory Associate

Staples - Casper, WY

February 2010 to March 2011

- * Maintain an accurate record of the store inventory
- * Manage returns of obsolete and damaged items
- * Accurately complete customer transactions using cash, checks, credit, and/or debit cards

Education

Associates of Science in General Studies

Casper College - Casper, WY

2010 to 2011

University of Wyoming - Laramie, WY

2002 to 2008

High School Diploma

Kelly Walsh High School - Casper, WY

1999 to 2002

Skills

Customer Service