

# VANESSA REYNOLDS

## OBJECTIVE

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Seeking position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills.

## EXPERIENCE

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2014-Present Meador Staffing The Woodlands, Tx

### *Clients*

- Stibbs & Co Law Firm
- Tri-County Service Administration
- Tri-County Mental Health Clinic

2013-2014 Neiman Marcus Irving, Tx

### *Customer Care Representative*

- Professionally assessed the purpose of customer's call and provide helpful, knowledgeable resolution to all inquires
- Retrieved detailed product and job knowledge utilizing internal applications.
- Implemented training course for new recruits — speeding profitability.

2013 CCMC Cypress, Tx

### *Lifestyle Associate*

- Developed, promoted and executed a full complement of events master-planned community.
- Produced and distributed monthly newsletter
- Scheduled and coordinated room set-ups, vendors, entertainment and catering.

2008-2010 24 Hour Fitness Houston, Tx

### *Customer Service Representative*

## EDUCATION

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2010-2012 Lone Star College Tomball, Tx

- Associates of Arts

## ADDITIONAL SKILLS

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Proficient in all areas of MS Office Suite

Typing Speed: 53 WPM

Experienced with outlets of Social Media

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