

Shauna Mendez

Customer Service Rep

Loveland, CO 80537
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I love to work in customer service. I love being able to help people find exactly what they need. Help them with all their questions and concerns the first time.

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Service Rep

Qualfon - Fort Collins, CO -

2014-03 - 2014-09

- Take orders, sales, complaints, etc.
- In coming phone calls and outbound calls if needed

Customer Service Rep

OtterBox, LLC - Fort Collins, CO -

2013-09 - 2013-12

- Case warranties and placing orders
- In coming phone calls and outbound calls if needed
- Rep at Longmont Location

Member Service Rep

Teletech - Greeley, CO -

2012-03 - 2013-04

- Banking and up-sales on phone
- Incoming phone calls (30+ an hour on a busy day)
- Making sure that I helped the member and gave them the best service I could and had them hang up happy

Electronic Sales Associate

Wal - Loveland, CO -

2010-09 - 2011-10

- Face to face sales and interaction
- Cash register (cash, sales, opening and closing)
- Opening and closing department responsibilities, keeping track of keys and fellow associates
- Department chores (dusting, sweeping, making sure shelves were zoned and straight)

House Cleaner

Jewell's House Cleaning - Longmont, CO -

2006-06 - 2009-08

House Cleaning/Keeper

- Dusting, vacuuming, etc
- Always left the home owners happy

EDUCATION

High school diploma

Mountain View High School - Loveland, CO

2004 - 2008