

Sierra Vanosdall

Customer Service - Merry Maids

Loveland, CO 80537
sgraham051106@gmail.com - (970) 412-1469

Taking myself further in life by, helping customers with exactly what they want or need in their lives to make them satisfied.

WORK EXPERIENCE

Administrative Assistant

Merry Maids - Fort Collins, CO -

2012-04 - Present

Taking care of all customer needs and making sure they are satisfied with their business with the company! Inbound and outbound calls! Setting up appointments! Collecting payment and sending invoice! Data entry and filling! Computer knowledge with word, excel and salesforce program! Having the knowledge of doing sales! Going to homes and doing quality control, managing teams! Scheduling homes! Opening and closing the business! Closing the deposit of the day!

ADMINISTRATIVE ASSISTANCE

Graham Roofing - Loveland, CO -

2010-03 - 2012-12

Paperwork on jobs.
Help with payroll.
Scheduling.
Knowing Microsoft office.

CUSTOMER SERVICE

Big City Burrito - Loveland, CO -

2003-06 - 2006-10

Preparing food/serving food to customer needs.
Counting the money drawers.
Opening and closing the store.
Cleaning/acknowledgement of products and how to sanitize work stations.

SKILLS

- 10-Key
- Acknowledgement of Microsoft Word, Excel, and Office.
- Counting Drawers
- Scheduling
- Team leader and trainer.

EDUCATION

Diploma

Loveland High School

2006