

Tannan Baldwin

People Person, Problem Puncher, Perfectly Punctual

Denver, CO 80206

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Hi, I'm Tannan. Going all the way back to high school I've been a customer or patron service specialist. I love helping people and solving problems. If that's what you need, then you need me.

P.S. I don't actually "punch" problems, violence rarely solves anything. I just needed something alliterative.

Authorized to work in the US for any employer

Work Experience

Client Service Representative

Quest Diagnostics - Denver, CO

August 2019 to Present

Driver

Novitex Enterprise Solutions

August 2015 to May 2017

Work involved picking up and delivering mail and packages on the Microsoft Campus, daily communication with clients, adherence to daily deadlines, driving company vehicle with millage and fuel tracking, regular safety training and special projects.

Receptionist/Administrative Assistant

Novitex - Redmond, WA

August 2015 to May 2017

Cross-trained as a receptionist/administrative assistant while at Novitex.

Duties included, checking visitors in and out of buildings, assigning parking, setting up meeting rooms, receiving deliveries, phone answering and directing, use of office machines and security protocols.

Customer Service

Argosy Cruises - Seattle, WA

April 2016 to September 2016

4/2016-9/2016

Responsibilities included selling tickets for sightseeing cruises on Lake Washington and Elliot Bay, counting and maintaining tills and safes, seeing to guest safety and satisfaction, selling and making reservations for public and private cruises over the phone, taking photos, digital touch up and printing with Photoshop and Fuji MiniLab, customer service and sales.

Driver

Jimmy Johns - Redmond, WA

November 2014 to July 2015

in Redmond, WA 11/2014-7/2015

Duties included taking orders in person or over the phone, making of sandwiches and assembly orders,

delivering orders to customers in personal vehicle, taking payments and making change, daily cleaning and stocking, customer service, sales and catering services.

Education

Traditional Animation

Columbia College Chicago - Chicago, IL

July 2010 to May 2013

Fort Hays State University

August 2007 to December 2009

History

Columbia College Chicago

Skills

- Drawing (10+ years)
- Adobe Creative Suite (8 years)
- Office Software (10+ years)
- Customer Service (4 years)
- Sales (2 years)
- Fuji MiniLab (1 year)
- Photography (8 years)
- CSR
- Customer Care
- Customer Support
- Microsoft Office (10+ years)
- Excel (5 years)
- Adobe Creative Suite (5 years)
- Adobe Acrobat (5 years)
- Adobe InDesign (4 years)
- Microsoft Outlook (4 years)
- Microsoft Word (10+ years)
- Videographer (10+ years)
- Video Production (10+ years)
- Video Editing (10+ years)
- Adobe Lightroom (2 years)
- Photography (5 years)

Links

<http://www.tannanbaldwin.com>

Certifications/Licenses

Driver's License