

# Tarah Ambuehl

## Customer Service Representative

[tarah.ambuehl@gmail.com](mailto:tarah.ambuehl@gmail.com)

701-729-1821

Dedicated professional with a track record of success in a variety of environments, consistently meets deadlines and exceeds goals. Safety minded worker who brings excellent organizational skills.

## Work Experience

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### Customer Service Representative

UHAULI Moving and Storage - Loveland, CO  
2017 to 2017

Answer telephone calls regarding all customer needs

- Respond to questions and concerns about service and escalate calls appropriate
- Consult with customers to evaluate needs and determine best options
- Upgrade service and offer additional service packaging
- Consistently improve customer satisfaction through expert resolution of conflicts, issues and concerns

### Administrative Assistant

Alberts Water & Wastewater Specialists, INC - Fort Collins, CO  
2016 to 2016

Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.

- Answer phone calls and take messages.
- Greet visitors and determine whether they should be given access to specific individuals.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.

Connections of Moorhead - Moorhead, MN  
2013 to 2014

Moorhead, MN 2013 - 2014

- Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.
- Care for individuals during periods of incapacitation or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.

Access of the Red River Valley - Moorhead, MN  
2004 to 2012

Moorhead, MN 2004 - 2012

- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant care.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Train employees to provide bedside care.

## Education

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Moorhead State Community & Technical College - Moorhead, MN  
2013

## Skills

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FAST LEARNER, TEAM PLAYER, TIME MANAGEMENT

## Additional Information

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Core Competencies:

- Excellent critical thinking skills
- Fast learner
- Ability to work effectively with diverse personalities
- Acute attention to detail
  
- Solid computer skills
- Unquestionable work ethic and integrity
- Dedicated team player
- Effective time management skills