

Taylor Johnson

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Experience

CSR

24/7 intouch

October 2015 to March 2016 (4 Months)

computer/typing skills (45+WPM) customer service directing customers instruction over phone looking up orders customer profiles updating data entry answering customer questions and concerns creating shipping labels processing refunds following up with customers as needed via email chat

dispatcher

All Denver Locksmith

October 2014 to December 2014 (1 Months)

incoming/outgoing calls assisting customers scheduling appointments assigning jobs to appropriate technicians communicating with techs to get them to correct job site data entry processing payments relaying messages to boss operate multiple windows on computer typing 45+ WPM etc...

Education

Ombudsman

HS diploma, 2012