

CONSTANCE YOUNG

My objective is to utilize and share the experience and knowledge of my skills with a well-rounded and respected company. To also further my knowledge in as many new things as possible and grow as a professional.

Skills

Customer service. Microsoft word 35 wpm. PowerPoint. G.A.F certification. Order selecting. Painting. Pallet jack operation. Cash handling.

Experience

02/2019/-3-/2019

Maximus- Enrollment Specialist

09/2018- 01/2019

Anthem- Annual Enrollment Specialist (Contract)

- Modifying and updating Medicare applications for the Annual Enrollment Period. Beginning Oct. 14- Dec. 1, preparing Medicare and sometimes dual eligibility entitlement applicants to Medicare/Medicaid benefits.

4/18-09/2018

24/7 In-touch (Walmart grocery) -Floor support agent

- Instant chat interaction with customers
- Customer service with online grocery orders
- In bound and out bound calls

7/17-3/18

Debourgh Manufacturing-Metal Fabrication assistant

- Assembly line for school lockers
- Loading and unloading of merchandise trucks
- Welding assistance

9/16-6/17

Empereon Marketing-Sales floor agent

- Competitive out bound calls
- Customer account support/service
- Direct TV sales (top agent in sales)

Education

2001-2005

Smoky Hill High School- *High School Diploma*