

Paige M. Scott

Chicago Heights, IL 60411 | (312) 401-6902 | paigem.scott3@gmail.com

Summary

A dedicated and focused, customer oriented individual, my goal is to obtain a skill maximizing position in which I can be efficient, proficient, and influential.

Highlights

- Action Oriented
- Approachability
- Communication
- Customer Focused
- Detailed Organization
- Drive for Results
- Fast Learner
- Integrity and Trust
- Problem Solving
- Prompt Natured
- Strong Work Ethic

Licensing & Certification

2020

- Illinois CDL

2019

- Illinois BASSET

2017

- IRS Tax Professional

Experience

FC ASSOCIATE | AMAZON MDW7 | 04/20-CURRENT

- Operational duties included flat sorting and general sorting of packages, building package walls in trailers, ensuring packages placed in correct gaylords, as well as other assigned tasks.

KEY-HOLDER & CASHIER | NEW STYLE BEAUTY SUPPLY | 12/17-12/18

- Operational duties included cashiering, providing customer service, managing opening/closing cash, stocked and organized products, performed inventory, cleaned, as well as owner assigned tasks.

SALES ASSOCIATE | SIMPLY FASHION | 08/13-08/14

- Responsibilities include keeping the store clean, unpacking and stocking shipments, assisting and checking guests out via cash register, merchandising, assisting managers, participating in regional contests, and working multiple locations.

ADMINISTRATIVE ASSISTANT INTERN | STATE FARM | 05/12-07/12

- Responsible for handling all incoming calls and passing messages on to appropriate personnel. Assisted in creating a paperless office, and created a spreadsheet that agents used to track policyholders information. Use of various computer applications to enter and retrieve necessary customer data.

Education

CERTIFICATE | JANUARY 2020 | JUAREZ TRUCK DRIVING SCHOOL

- Related coursework: Commercial truck driving and safety

DIPLOMA | JULY 2011 | STARR'S MILL HIGH SCHOOL

- Related coursework: Mathematics and Literature