

Kiara James

Fort Myers, FL 33916

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Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Alorica - Fort Myers, FL

July 2020 to August 2020

- Answering calls
- Data entry
- Setting appointments

Customer Service Representative

Alta Resources - Fort Myers, FL

May 2020 to July 2020

- Answering calls
- Setting appointments

Customer Service Representative

Lynx Services - Fort Myers, FL

March 2016 to February 2019

answering phones, insurance claims, data entry,

Driver Helper

UPS - Fort Myers, FL

November 2018 to January 2019

Loading and unloading packages

Package Handler

FedEx - Fort Myers, FL

December 2014 to February 2015

Responsibilities

Sort packages, load packages, unload packages, scan packages

Customer Service

Walmart - Fort Myers, FL

March 2011 to October 2011

Education

High school or equivalent

Skills

- Filing information, fixing motherboards, restoring a computer's cpu fan, taking care of children, troubleshooting technology, microsoft office, browsing the internet (1 year)
- Call Center (3 years)
- CSR
- Customer Service (3 years)
- Customer Care
- Customer Support
- Point of Sale (1 year)
- Data Entry
- Load & Unload
- Warehouse Experience
- Upselling
- Food Service
- Serving Experience
- Cash Handling
- Computer Skills
- Bartending
- Shipping & Receiving
- Food Preparation
- Cleaning Experience
- POS
- Cash handling
- Cash register
- Customer service
- Load & unload
- Serving
- Food service
- Basic math
- Retail math
- Communication skills
- Sales
- Retail sales
- Upselling
- Phone etiquette
- Computer skills

- Data entry
- English

Certifications and Licenses

Driver's License