

Diamond McCullough

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Skillfully trained Office Administrator seeking employment with your organization where I can utilize my skills and training in an effort to enhance my abilities

Authorized to work in the US for any employer

Work Experience

Call Center Customer Service Representative

Sedgwick - Indianapolis, IN

January 2021 to November 2021

answered phone calls as they came in help customers operate their cpap machines and handled customers recalled items

Customer Service Representative

Lowe's Home Improvement - Indianapolis, IN

February 2020 to July 2020

Got real experience and training working at lowes answering phone calls and processing orders, handling disputes and escalating issues as needed.

Office Internship

Atterbury Job Corps Center - Edinburgh, IN

January 2018 to July 2018

- answering phones and transferring calls
- organizing work stations
- operate scanners, copiers, printers and fax machines
- workstations management and office safety

Education

High school or equivalent in Business Administration

Skills

- Picker Packer
- Warehouse Associate
- Makeup application (9 years)
- Office administrator (6 years)
- Call center (3 years)

- Call center representative (3 years)
- Analysis skills (6 years)
- Customer service (6 years)
- Unloading
- Warehouse Experience
- Color theory
- Hospitality
- 40 WPM (7 years)
- Bank reconciliation (7 years)
- Cash handling (8 years)
- Client services (9 years)
- Windows (10+ years)
- Adobe Photoshop (8 years)
- Layout Design
- Branding
- Graphic Design
- Adobe Illustrator
- Communication skills
- Sales
- Driving
- Typing
- Computer skills
- Organizational skills
- Interior design
- Remodeling
- Leadership
- Photography
- Graphic design
- Customer retention
- Customer support
- Retail sales
- Sports coaching
- Gymnastics
- Grocery store
- Childcare
- Cleaning
- Hair styling
- Phone etiquette
- Front desk
- Cash register

- Adobe Dreamweaver
- Mentoring
- Supervising experience
- Teaching
- Preschool experience
- Insurance sales

Certifications and Licenses

Microsoft excel

June 2018 to Present

Microsoft word

Present

Office administrator

Present

Driver's License

CPR Certification

June 2019 to Present

Additional Information

- Microsoft Office Specialist in Word Excel and Power Point
- Certified in OPAC (Office Proficiency Assessment & Certification)
- Typing 40 WPM
- Alphabetical and numeric filing
- Financial Record Keeping
- Photoshop
- Illustrator
- Dreamweaver
- Windows Operation
- Workstation Management