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| SC  ***Shuntavious Chandler*** |

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|  | ***Professional Summary***  ***Work History***  Jonesboro Middle School  Student Engagement Specialist/Campus Support  *11/2022 – Current*  •Work directly and collaboratively with individual students and their families •Provide and implement strategies that address school success and school completion •Track students attendance, grades and behavior and provide feedback regarding progress •Analyze data from systematic monitoring to design personalized interventions and document progress •Work as a liaison to facilitate communication and promote problem solving.  Home Depot – Customer Service Representative (Remote)  *10/2021 - 11/2022*  •Provide assistance to clients •Answered phone and assisted clients and customers with changes •Explain products and benefits •Confirmed payments, refunds, etc. •Resolve payment and order disputes •Operated the live chat •Follow call center script.  Southeasterns–**Call Center Customer Service Representative**  *5/2021 - 10/2021*  •Answer incoming calls •Make calls to different transportation services •Verify insurance •Daily Reports  Enormous Events–**Event Coordinator**  *3/2181 - 10/2019*  •Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.  •Manage all event set-up, tear down, and follow-up processes.  •Maintain event budgets. |  |  | shuntaviuschandler@yahoo.com  404 461 6678 30135, Douglasville, GA  ***Skills***   * Excellent customer service * Quick learner * Self-motivated * Determined to be dedicated * Microsoft Word and type 40wpm * Clerical / Filing * Microsoft Office * Processing and Ordering * Event Planning * Event Management * Public Relations * Marketing   ***Education***  Ashford University- Atlanta, Georgia  Associate in Human Services  High School Diploma  ***Certifications and Licenses***  First Aid Certification |  |
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