

## **Carrivia Kelley**

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Objective: To obtain a position with a company demonstrating positive customer service skills acquired from previous job experiences.

### PROFESSIONAL EXPERIENCE

#### 2008-2008 Payday Loans

CSR - Understand various products and services to provide detailed information to customer. Perform Bank reconciliation for adjustments to the general ledger, post all transaction to the general ledger and perform Daily cash management maintain and update vendor information and status. Answering a 4-line phone system, processing all deposits, assisted manager with maintaining company records of each transaction, filing paperwork, and data entry. Make collection calls

#### 2005-2006 UT Southwestern Medical Center

ARC- Technicians check each tattoo number, ear tag number or ID tag number against the ID card whenever changing cages or cleaning. Technicians must provide plenty of feed and water perform health checks in make a health report.

#### 2005-2005 Randstad/Womens Southwest FCU Carrollton, TX

##### Production Worker/Office Clerk

Production Worker-Job duties consist of general warehouse work, assembly line, boxing cosmetics, Shipping, receiving, lifting more than 50 lbs, inventory, and data entry of invoices. OFFICE CLERK - Duties involved general clerical work, such as answering a 10-line phone system, monitoring callas, processing deposits, withdrawals, and balances. Assisted manager with maintaining company records of each transaction , filing paperwork, and data entry.

#### 2004-2005 Yale security Dallas, TX

Security Officer- Responsible for premise, making rounds to monitor customer activities. Logged detail reports of the activities for each night, keeping record of events whether crime based or reports of strange actions.

#### 2003-2004 Post Office Dallas, TX

Mail Sorter-Processed Mail for over 50 states, verified the quality of each postage parcel, monitored equipment so that there wasn't any damage made to the parcels. Responsible for keeping abreast with the different area and zip codes.

#### 2002-2003 Initial Security Dallas, TX

Security Officer-Secured a 12 floor building, made rounds to monitor groups, logged reports any activities and check points of the evening. Kept watch over the monitors and alarm systems.

#### 2000-2002 Play N' Learn Dallas, TX

Teacher was responsible for preparing school work for the week. Clean the classroom at the end of the day feed in put the children down for a nap.

### EDUCATION 1999-2002 Bryan Adams High School

Some College

Microsoft Word, Execl, Outlook, Skilled in Internet Application. Key 20 wpm.

### REFERENCES

Available upon request