

# Customer support



Dannielle Newboles

McPherson, KS 67460

## Job Preferences:

Desired job title:	Customer support
Desired occupation:	Customer Service Reception Warehouse Facory Customer service representative
Employment type:	Full time
Career status:	Active job seeker
Available to start:	03/2021

## Education:

08/1993 – 05/1995	Irving High School High school Irving, TX
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## Work Experience:

08/2016 – Present	Cashier Quick Pick Cashier  Customer service, stocking, ordering inventory, preparation for lunches, cash register and credit card handling
09/2018 – 04/2019	Janitorial M  Cleaned offices at CHS, took trash out, cleaned windows, vacuum,. Dust,
10/2014 – 08/2016	Painter Assistant

Masking and Goop Tech; 3P Processing  
Painter

Was responsible for covering specific areas of parts to be spray painted. Marked areas to be masked on parts or articles such as aircraft cuts or tears paper or cardboard to specified size. Secured masking in place with gummed tape to protect parts while surrounding areas are spray painted. Smoothed unmasked surface with sand paper. Dips or coats article with liquid wax instead of applying masking tapes, pre-cut masks or stencils to article. Preparing a variety of parts for painting. This includes laying parts out on screens, pushing loaded screens in and out of paint booths/ovens, sanding parts, and generally assisting the painters.

11/2009 – 10/2014

Front Desk Clerk

Days Inn  
Clerk, Desk Clerk, Front Desk, Administrative

Checked in guest, made reservations and cancelled reservations via in person, over the phone or through fax, dealt with guest face to face and over the phone, finished up the laundry if the shift before me wasn't able to, handled any issues that came up and cleaning up the front lobby.

07/2013 – 01/2014

Receiving Clerk

Arnold Group / Dean & DeLuca  
Clerk, Receiving Clerk

Responsibilities I am responsible for the receipt, verification and recording of materials and products that come into the facility. After receiving packages, I unpacks them and looks over the contents. During the unpacking process, I normally counts the items in the box and compares them to the invoice. Then label the product and place into inventory.

01/2011 – 07/2013

Warehouse Worker

Express Services, Inc / Phillip lighting  
Package Handler, Warehouse

I worked on the assembly line and checked lamps to make sure the ends were attached and pulled bad or broken lamps. Also did inventory and quality control.

01/2002 – 12/2008

Receptionists and Operators / Credential Specialist

Professional Healthcare Management

Carrollton, Texas Greeted callers and directed them to the departments, faxed, filed, and made copies. Track mailed applications, including but not limited to: delivery of documents to Provider Network; communication with Provider Networks to insure all documentation is received and in progress; tracking contract progress once contracts between the Provider and the Provider Network has been signed and submitted; and final tracking to insure that Provider is listed correctly in the Provider Network Directory, of which most are internet based.

05/1996 – 12/2001

Data Entry Clerk

Arch Wireless  
Clerk, Data Entry

I entered all customer contracts received from all the stores. Re-programmed pagers, troubleshoot, ordered new pagers and upgrades. I received 2 awards for outstanding customer service.



## Language Skills:

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n/a:

English



## Skills:

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n/a:

stencils, quality control, Data Entry, Typing, Excel, PowerPoint, Office, Assembly, Pallet Jack, communication, problem solving and time management skills along, proficient in conferring with customers by telephone or in person, Organized, Detail oriented, work independently, research techniques, Ability to interface