**[Customer Service Administrative Assistant](https://www.postjobfree.com/resume/ad1eoq/customer-service-assistant-atlanta-ga)**

**Location:**Atlanta, GA

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**Contact Info:**

latoyalee87@gmail.com

678-531-1485

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**Resume:**

1501 Latoya Monteel Lee Dr.

Atlanta, GA. 30318

Email- latoyalee87@gmail.com Ph#678-992-3244

Objective -To obtain a position where I can utilize my skills and hard work ethics. Summary Of Qualifications= Extensive background in customer service, demonstrated ability to handle multiple tasks at one time. Extensive computer skills with Microsoft Office, HTML and Outlook Superior communication skills, and adapts well with fast paced environments. Inventory control issues and problem solving skills.

Work History

Heartfelt Studios-

03/2012 - 08/2017

Office Manager- Handled incoming calls and scheduled studio sessions. Promoted studio services and new studio rates. Assisted in the operation of the studio on a daily basis. Set up meetings and conferences with new and existing clientele.

Two Occasions Pest Control-

01/2010 - 03/2012

Administrative Assistant- Provided customer service and helped in solving different problems on a daily basis. Marked and promoted new services and rate plans. Set up appointments and helped customers with pest control needs. Handled high incoming call volume as well as multitasking. Heard Magazine-College Park Ga.

06/2005 – 01/2010

Secretary- Set up and coordinated meetings and conferences, responsible for the overall performance and productivity of personal sales. Inventory control with attention to sales budget. Dealt with customer service concerns, and complaints by phone and in person. Ensured that products were consistent with company quality standards. Provided team motivation, and support. Education- Mid Florida Tech. Orlando, FL. 08/2001 – 05/2005 High School Diploma

References available upon request.