**[Customer Service Administrative Assistant](https://www.postjobfree.com/resume/ad1p9y/customer-service-assistant-queens-ny)**

**Location:**Queens, NY

**Posted:**December 05, 2023

**Contact Info:**

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**Resume:**

Mildred S Garay

Customer Service Specialist & Accounting Student

Experience

Education

2019 - 2020

Tax Office Administrative Assistant- HC Services

Determine tax liability, collect tax documents from individuals, inbound and outbound calls, answer emails and record client documentation on upgraded system. Reviewing tax returns and performing basic administrative work in a professional manner.

2020 – 2021

Metro Luxury Corp- Call Center Operator

Answer inbound calls, greet customers, patients, healthcare workers and route insurance calls to appropriate department, Record, enter, route, and dispatch calls for transit services. Data Entry record for insurance billing.

2022 – 2022

247 Intouch- Rentokil Customer Service Rep

Inbound and Outbound calls. Perform customer service duties with the best customer service skills and problem solving all across the East and West Coast as well as Hawaii.

2023-Present

Currently finishing my degree.

2019– 2024

AA Accounting

Liberty University

Skills

Creativity

Leadership

Organization

Problem solving

Teamwork

Contact

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