

Marlo Lomax

ML- Updated Resume 2022

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This resume describes multiple job descriptions in detail alongside, experience and punctuation through my employment. Nonetheless, this resume defines previous and current.

Authorized to work in the US for any employer

Work Experience

Sales Associate/Cashier

The Home Depot - Danville, VA

September 2021 to November 2021

Resolved perplexed situations such as returns brought back in-store while following company policies throughout my daily shift.

Stock Associate

North Danville Supermarket, INC. - Danville, VA

June 2021 to August 2021

Stock and bagged groceries and directed customers to isles when approached.

Product Support Specialist

Inktel Contact Center Solutions - Remote

November 2020 to May 2021

Set my hours worked on flexible schedule. Work on as a product support specialist an assist with state and federal tax questions.

Sales Account Specialist

Concentrix - Remote

May 2017 to January 2019

Specialized in Apple iOS and AOS sales; as well. Cross- selling and up sell an escalated irritate customers when issues curred Warm and cold clients (e.g B2B B2C throughout my scheduled shift. Worked with clients national an international while during research using multiple applications to resolve complicated issues.

Tax Preparer

Jackson Hewitt - Reidsville, NC

October 2017 to March 2018

Prepared tax return a advance refund loans using tax database an other resources to resolve taxpayers issues. Communicated with banks periodically for loan updates an other task.

Patient Account Specialist

Conduent Business Services, LLC (Formerly Xerox) - Remote

May 2016 to January 2017

Worked with many client via online company database assisting client with medicare an medicaid private insurance etc.

CSR - Customer Service Representative

Sitel Group - Remote

January 2014 to May 2015

Handle multiple account by navigating through financial softwares such Salesforce to update account information answer questions during the process.

Machine Operator/Assembler

NTN Bearing Corporation of America - Macomb, IL

January 2009 to November 2011

Operated multiple machines an set gauges for the exact cut (e.g bearing, hones for farming equipment. Packaged parts an polished an assembled etc.

Machine Operator/Assembler

Pella Windows and Doors - Macomb, IL

January 2011 to April 2011

Placed stickers on assembly line while going down a conveyor belt clean work area as needed; throughout shift.

Builder

WHALEN MANUFACTURING - Macomb, IL

March 2009 to January 2010

Assembled bike frames using multiple power tools to build an stack frames throughout the process. Cleaned work station as needed.

Cashier/Customer Service

BP Gas - Bristol, VA

January 2008 to April 2009

Managed open an close store through a flexible schedule. Stocked an maintained shelves throughout my shift. Organized lottery and dropped company deposits when reach a daily cap throughout my shift.

Front Associate

Food Lion - Danville, VA

January 2002 to January 2006

Assist customers throughout shift; clean front an multiple areas around the store, maintained a clean work radius when multitasking on shift duties.

Education

Some College & University in e-Marketing- w/ a focus in finance

Ashford University - Danville, VA

August 2012 to May 2013

High school diploma in General Studies

New Horizons Christian School - Blairs, VA

September 2003 to May 2006

Skills

- Financial Modeling
- Digital Marketing
- Marketing
- Forecasting
- Financial Analysis
- Financial Report Writing
- Account Management
- Store Management Experience
- Medical Coding
- Budgeting

Languages

- English - Expert

Certifications and Licenses

Medical Billing and Coding ICD-10

January 2020 to Present

Certification (Pending)

Assessments

Spreadsheets with Microsoft Excel — Completed

January 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Completed](#)

Principles of accounting — Completed

January 2022

Preparing financial records according to federal policies

Full results: [Completed](#)

Sales skills — Completed

January 2022

Influencing and negotiating with customers

Full results: [Completed](#)

Management & leadership skills: Impact & influence — Completed

January 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Completed](#)

Technical support — Completed

January 2022

Performing software, hardware, and network operations

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I'm currently working on this accredited on-line, program while seeking employment on this date of 01/21.