

RICKKIA SCOTT



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ADMINISTRATION MANAGER

Highly experienced skilled and detailed and operated customer support & operations specialist with over 10 years of collective leadership experience in customers service , data entry and team leadership

EDUCATION

2007 - 2010

john bartram high school

criminal justice

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- remote
- Data Entry
- Scheduling
- Customer service

WORK EXPERIENCE

Assistant Manager

american airline 2015-2020

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance. remote

Direct care worker

shorecare 2022-current

Customer Reception.helping consumers with their daily living providing companion care .

rual carrier

usps 2022-current

delivering mail /packages to residents
customer service

Direct Care Worker

Maxim healthcare 2014-2023

Customer Reception. helping consumers with their daily living companionship Preparation of weekly reports.