

Kimberly Clement

Indianapolis, IN 46226

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862-223-0673

Upcoming college graduate looking to pursue long-term employment utilizing my excellent communication skills combined with my management and customer service skills. I have experience in data entry, customer service, as well as medical insurance. I am in search of a position that fits my skills and can also help better myself along the way.

Authorized to work in the US for any employer

Work Experience

Cashier

Menards - Indianapolis, IN

September 2015 to Present

Responsibilities

cashier, provide customer service to guest needing any help finding things. Help guest find what they need to finish a project they are working on, advance management training

Skills Used

cashier

computer skills

problem solving

Data Entry Specialist

Dial America

June 2015 to October 2015

Answer calls, transfer calls, customer service

Intent Analyst

Interactions Corporation

August 2014 to June 2015

Answers and directs calls

Shift Manager

Burger King - Indianapolis, IN

October 2011 to July 2014

Inventory Entry, Money managing, Customer service, Manage 6-8 employees per shift,

Skills

- Microsoft
- Customer Service Skills
- Professional Telephone Etiquette
- Proficient Computer Skills

- Ability to work with others
- Management

Education

High School Diploma

East Orange Campus High - East Orange, NJ
2011

Associates in Health Care Administration

University of Phoenix - Indianapolis, IN

Skills

Microsoft office, Excel, Inbound and Outbound experience, Microsoft word, Microsoft powerpoint, Communications, Customer Service