

# Jacquez Kendale Moon

235 S. 6<sup>th</sup> St..

Richmond, Ca, 94804

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## **Objective**

To obtain an entry-level position, where my work experience will make me an asset to your company. I am a self-motivated individual who is a quick learner.

## **Education**

**Chowchilla High School**

Graduated July, 2012

## **Computer Strengths**

Experienced with Microsoft Office, Power Point, Word and Excel.

## **Work Experience**

Alorica

November 2013-March 2013

Customer Service Representative

Fresno, CA

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer's accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Contributes to team effort by accomplishing related results as needed.

McDonald's

August 2010 –November 2013

Crew Member

Modesto, CA; Madera, CA