

Kimberlee A. Reid
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Fremont, Ca 94538

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510-396-0288

CUSTOMER SERVICE PROFESSIONAL

Outstanding customer service representative with more than 15 years, experience in diverse environments.
Professional attitude. Takes pride in managing accurate and efficient customer accounts. Dedicated, efficient, task-oriented employee. Interacts with senior management. Known to go the "extra mile" for customers And colleagues.

PROFESSIONAL STRENGTH'S INCLUDE:

Exceptional Customer Service General Office
Self Motivated Well Organized
Works well under pressure

EXPERIENCE:

Vintage Catering, Fremont, CA

Event Leader Corporate and Private Event

0/5/2010-02/2014

- ❖ Deli Manager
- ❖ Catering Events
- ❖ Ordering and maintain Supplies

Extended Stay Deluxe Hotel, Pleasanton, CA

07/2010-08/2012

Front Desk

- ❖ Book Reservations
- ❖ Check guests in and out
- ❖ Answer Phones

H&R Block, Tracy, CA

01/2010-04/2010

Customer Service Representative

- ❖ Make Appointments
- ❖ Answer Phones
- ❖ Front Desk

Washington Mutual, Castro Valley, CA

02/ 2007-07/2008

Senior Teller

- ❖ Front Line Teller
- ❖ Front Line Supervisor
- ❖ ATM Balancing

Safe America Credit Union, Hayward, CA

06/2005-11/2006

Member Service Representative

- ❖ Member Service Representative
- ❖ Customer Service
- ❖ Front Line Teller
- ❖ Answer Phones

Atlas Sales & Rentals, Newark, CA 08/2000-05/2004

Collections Manager

- ❖ Collections Manager
- ❖ Accounts Payable
- ❖ Accounts Receivable
- ❖ Invoicing
- ❖ Back-up Receptionist

Patelco Credit Union, San Ramon, CA 10/1995-06/2000

New Accounts & Member Service Representative

- ❖ New Accounts
- ❖ Front Line Teller
- ❖ ATM Daily Balancing
- ❖ Answer Phones
- ❖ Vault Teller
- ❖ Input Loan Data & Answer Loan Questions

**Received Patelco Credit Union Most Valuable Person Award for the East Bay Area

Golden Gate Auto Auction, Fremont, CA 12/1992-08/1995

Fleet Lease Coordinator

- ❖ Coordinating car sales twice a week
- ❖ Answering Phones
- ❖ Redemptions
- ❖ Prepare checks for clients and dealers
- ❖ Arbitration

REFERRERS:

Name: Jeff and Gloria Silva **Title:** Business Owners
Company Name: Vintage Catering
Phone: 510-657-1149 **Years Acquainted:** 4
Address: Fremont, CA 94538

Name: Wendi Blair **Title:** Branch manager
Company Name: Patelco Credit Union
Phone: 510-886-8839 **Years Acquainted:** 11
Address: 1510 E St. #22 Hayward, CA 94550

Name: Karen Lewis **Title:** Branch Supervisor
Company Name: Patelco Credit Union
Phone: 925-443-8407 **Years Acquainted:** 14 years
Address: 3149 Callaghan St. Livermore, CA

Name: Annetta Calhoun **Title:** Senior Executive Assistant
Company Name: Walters & Wolf
Phone: 510-226-5159 **Years Acquainted:** 9 months
Address: 41450 Boscell Rd Fremont, CA 94538