

Maylia Milligan

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OBJECTIVE: To obtain an customer service position at a great company

SUMMARY OF QUALIFICATIONS

- 13 years of experience in customer service
- five years of experience in retail
- three years of experience in security

AREAS OF PROFESSIONAL EXPERTISE

- Excellent Customer Service
- Team Leader/Supervisor
- Administrative Support
- Multi-Tasking
- Work with diverse populations
- Resolve client requests
- Answer Multi-phone lines
- Cross-trained teammates in office support and procedures
- Detail-oriented
- Reliable
- Honest
- Capable of lifting 50lbs
- Ordered Medical/Office Supplies
- Extremely Outgoing /Approachable

SIGNIFICANT ACCOMPLISHMENT

- First Aid Certification
- Certificate of completion in "CPR" training course

RELEVANT PROFESSIONAL EXPERIENCE

Dollar Tree

August, 2018- Dec, 2018

Customer Service

- Accurately receiving funds per customer
- Per customer request I filled balloons with helium for various events
- Maintain a clean environment for public health and safety
- Stock product and merchandise as needed

Mobil Gas Station

March, 2017-June, 2017

Customer Service

- Check to ensure that appropriate changes were made to resolve customers' problems.
- Accurately received funds per customer
- Make sure all trash cans are empty
- Greet customers , make them feel welcomed
- Sweep inside as well as outside of the establishment

Starbucks

Sep, 2017- October, 2017

Barista

- Accurately received funds per customers
- Brew fresh coffee consistently
- Warm food per customer request
- Sweep / Mop front end and restroom as well for public

TECHNICAL SKILLS

PCs Windows, MS Office Suite (Outlook, Word, PowerPoint, Excel)

EDUCATION

Pursued a diploma for high school

2011

John Adams/ City College of San Francisco, Ca , 94117