ANGEL LANE OLIVER

Contact

Sacramento, CA
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Summary

Hard working and dedicated with extensive customer service experience. Ability to work under pressure while prioritizing task based on the organizations standards. Quick learner with the ability to adapt to a changing environment to meet customer needs and organizational goals. Strong communication skills to work effectively with all company stakeholders.

Education

National Career Education
Medical Assisting
November 2011

Key Skills

Medical Terminology

Dispatching

Data Entry

Computer skills

Routing Orders

Prioritizing Calls

Food Safety

Sanitation Guidelines

Problem-Solving

Experience

Driver • Lyft
April 2021 – Present
- Energetic and enjoy meeting new people.
- Knowledge of the Sacramento and surrounding cities.

Various Positions • Acrobat Outsourcing Staffing
July 2016 – December 2017
- Experience working in the call center with Xfinity.
- Ushered customers at Thunder Valley checking concert tickets and directing customers to the correct location.
- Worked as a dishwasher at the Almond Convention Center.
- Extensive event experience as a food preparer, server, and chef at Embassy Suites, Cal Expo, Haggin Oaks Golf Complex, and Bartley Cavanaugh Golf Course.

Medical Assistant (Extern) • Neurological Surgery Center
October 2011 – November 2011
- Answered multiple phone lines while assisting patients with appointments.
- Scheduled appointments with patients over the phone and in-person.
- Recorded, pulled, and filed patient charts.
- Back office support as needed, assisted with rooming patients and taking vitals.

Assistant Dispatch Operations Manager • Valley Relocation & Storage
August 2008 – November 2009
- Scheduled and coordinated routes for 20 drivers
- Provided customer services to clients
- Reviewed orders and accurately input data into company database.