

# Beverlyn Odinma

4645 Springlake Dr, San Leandro, CA 94578

(510) 246-7529 beverlynodinma@yahoo.com

## **Job Objective:**

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization.

## **Qualifications:**

-Clerical

-Dispatching

-Sales

-Team Player

- Dependable

-Organized

## **Experience:**

**Job Title:** Customer Service/Dispatcher

**Employer:** AC Square/Comcast Cable

**Dates:** 5/14 to 11/14

**Duties:** Open accounts, maintain records, resolve product and service problems, and dispatched.

**Job Title:** Office Manager/Dispatcher

**Employer:** Crayton Plumbing, Oakland, CA

**Dates:** 7/11 to Current

**Duties:** Schedule and dispatched workers and service vehicles to appropriate locations, according to customer requests and needs, using radios and telephones. Relay work orders, messages, and information to & from work crew using two-way radios. Record and maintained files and records of customer requests, work of services performed, charges, and expenses.

**Job Title:** Sales Associate

**Employer:** Radio Shack - San Leandro, CA

**Dates:** 1/07 to 5/09

**Duties:** Sales, Set up new cell phone accounts, Explained contract/policy, Helped train new hires, Answered store phone, Cashier, Customer and personal service, Open and closed store.

## **Education:**

**Chabot College, Hayward, CA**

**Patterson High School, Patterson, CA**

## **CA Drivers**

**License Class:**

**Class C**

## **Honors/Awards:**

**Employee of the Month- Certificate of Merit**