

**Daisha Devis**

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**SUMMARY**

Seeking a position in a company where I can help my employer better serve customers, thus making the service department operate safely and efficiently while attaining job satisfaction and pursuing growth within the company.

**SKILLS**

- Data Entry, Typing speed: 40 WPM
- Microsoft Suite
- Comprehension of POS
- Strong interpersonal skills
- Work with a sense of urgency
- Multi -line phone system expert
- Database and records management
- Cash handling experience

**EXPERIENCE**

09/2016- 01/2017

**Customer Service***(Marshalls)*

- Operated cash registers and provided customer service
- Received and signed off for inventory
- Answering phones and responding to customer questions

05/2013- 09/2014

**Courtesy Clerk / Cashier***(Albertsons )*

- Operated cash registers and provided customer service
- Received and signed off for inventory
- Answering phones and/or Customer questions

09/2014- 01/2016

**EVS Aide***(Foothill Presbyterian Hospital)*

- Provided hospital patients with housekeeping services
- Complied with OS HA , and used correct chemicals for proper cleaning
- Focused on team engagement and trainings

01/2009- 05/2013

**Customer Service Representative***(I.E Cleaning Service)*

- Answered and transferred multiple phone lines
- Data Entry, Microsoft Suite
- Took notes and Managed company meetings

**EDUCATION****San Bernardino College**

- Associate Degree: Administration of Justice
- Expected Graduation 2020

**Chaffey High School**

- High School Diploma, May 2103