

9710 Military Pkwy #231

Dallas, TX 75227

404-314-2248

tvation@gmail.com

Tameeka Vation

SUMMARY

Customer service professional dedicated to maintaining customer satisfaction in a team environment. Effective written and verbal communication, efficient money handling.

EXPERIENCE

Delta Air Lines Inc., Atlanta, GA — *Customer Experience Specialist*

May 2011 - July 2017

- Inbound customer service and sales calls
- Assist with trip planning and ticketing
- Provide information on travel laws and requirements

Direct Buy, Fort Worth, TX — *Marketing Associate*

March 2007 - December 2010

- Prepare and ship marketing materials to prospective members
- Maintain member accounts and payments
- Place orders; ensure product catalogs are current
- Assist with showroom tours; sign new members

Girls Inc, Arlington, TX — *Program Leader*

September 2004 - February 2007

- Create and implement weekly activity schedules for ages 5-12
- Onsite management of 3-5 employees
- Collect and document payments

Education

The University of Texas at Arlington, Arlington, TX — *Bachelor of Arts in English*

In progress