

Shankeisha Peete

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Objective: Seeking a career as a Customer Service Representative, looking for an opportunity where my customer service, clerical and general office skills will contribute to a company or cooperation with efficiency and productivity.

Education Experience

Nation High School /High School Diploma

June 2010

Work Experience

Burlington

Downey, CA

02/2018-Present

Front end cashier, assist customers with friendliness kind and great customer service.

Operate registers, scanners, scales and credit card/debit card terminals

Keep the checkout area clean and orderly

Handle exchanges and refunds in a quick, efficient manner

U.S Postal Office

Los Angeles, CA

09/2017-01-2018

Remove mail from sacks and prepare next load to be delivered

Sorts mail according to country, state, zip code, and street according to established standard set by the US Department of postal service organizes mail into appropriate marked bins for delivery.

G2 Secure Staff

Cabin Cleaner

Los Angeles, CA

03/2017-7/2017

Thorough Cleaning o Aircraft interiors, Including overnight aircrafts.

Procedures to Include, Vacuum, dust, cleaning bathrooms, clean galleys.

Perform other duties requested upon aircraft.

U.S Postal Office

Los Angeles, CA

07/2016-01/2017

Mail Handler

Assists in supply and slip rooms and operates copy machines and related office equipment.

Maintains logs of postage charges, receipts forms, and other records as required.

Sorted mail with different area codes.

Skills

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Documental success in performing data entry duties under strict deadline and accuracy standards.