

Tanicha Reed

San Bernardino, CA

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A customer service position with a growing company.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Grill Cook

Acrobat Outsourcing (Bon Appetit) - Redlands, CA

September 2018 to Present

Preparing hamburgers veggie burgers chicken sandwiches and pizzas daily. Prepping and cutting vegetables fresh daily.

Driver

Kona Ice - Mira Loma, CA

April 2017 to Present

Drive to different events serving shaved ice

Shift Supervisor

Carl's Jr - Ontario, CA

September 2014 to November 2016

Responsibilities

Cash handling customer service taking drive thru orders on wireless head set distribute orders to customers. clean and sterilize dine and restrooms

Skills Used

Knowledge of POS system

Order Taker

Robertson's Ready Mix/ Western Staffing Solutions - Corona, CA

August 2014 to September 2014

Responsibilities

Placing orders for concrete dispatching drivers to job site, quote future customers for Concrete

Skills Used

Utilize multi line phone and headset, typing skills, dispatching

sales transaction assistant

Best buy - Apple Valley, CA

September 2013 to January 2014

Responsibilities

Sales Transaction Assistant provides friendly, fast and accurate processing of all types of customer transactions by providing velocity and solutions support, ensuring no customer is ever left unserved or underserved. Provided quality customer service; resolved customer complaints and requests for refunds, exchanges, and adjustments; arranged delivery of merchandise and service provided in the home; directed customers to appropriate sales area; answered customer's questions via telephone; Answered multi-line phones; maintained records in files; completed data entry.

Cashier

Carl's Jr - Riverside, CA

October 2012 to May 2013

Received customer order; provided excellent customer service; used cash register to simultaneously record order and compute totals; ensured customer received correct order in a timely manner; cooked various food items; maintained and cleaned an orderly eating and serving area; cleaned customer tables and chairs as needed

Customer Care Agent

ACS - San Antonio, TX

September 2011 to January 2012

Provided quality customer service; resolved customer complaints and requests for refunds, exchanges, and adjustments; arranged delivery of merchandise and service provided in the home; directed customers to appropriate sales area; answered customer's questions via telephone; Answered multi-line phones; maintained records in files; completed data entry.

Cashier

Chipotle Mexican Grill - San Antonio, TX

February 2011 to August 2011

Received customer order; provided excellent customer service; used cash register to simultaneously record order and compute totals; ensured customer received correct order in a timely manner; cooked various food items; maintained and cleaned an orderly eating and serving area; cleaned customer tables and chairs as needed;

Customer Service Ambassador

University Health System - San Antonio, TX

May 2010 to October 2010

Provided excellent customer service; typed documents using 50 wpm; Operated office machinery such as fax machine, printer, ; filed alphabetically and numerically; Made appointments for patients and answered visitors' questions; Received, sorted and delivered mail; answered multi-line phones.

Cafeteria Worker

San Bernardino City Unified School District - San Bernardino, CA

April 2007 to October 2009

Performed Inventory Control; had complete knowledge of restaurant menu and prices; washed, peeled, cut, and shredded vegetables and fruits for salads, desserts and other dishes, baked bread, rolls, cookies, , operated blenders, mixers, grinders, slicers, and other cooking equipment; provided excellent customer service; received customer orders.

Food Service Worker

Redlands Community Hospital - Redlands, CA
February 2007 to May 2008

Received customer order; provided excellent customer service; used cash register to simultaneously record order and compute totals; ensured customer received correct order in a timely manner; cooked various food items; maintained and cleaned an orderly eating and serving area; cleaned customer tables and chairs as needed;

Education

Certificate

Concorde Career College - San Bernardino, CA
2005

High School Diploma

Ridge View High School - Columbia, SC
2004

Skills

customer service, cooking, word, microsoft office

Additional Information

Skills: Type 50 wpm Operate all office equipment
Excellent customer service Cashiering Knowledge
Inventory Skills Knowledge of POS System
File alpha and numeric order Computer Knowledge