

Mikayla T. Scott

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OBJECTIVE

Seeking employment in the customer service.

STRENGTHS

I am a highly competent team player with great communication and clerical skills. I am an honest, loyal, hard-working individual with a strong work ethic and an ability to learn quickly. I have the ability to manage multiple projects while maintaining a commitment to integrity.

EDUCATION

Cosumnes River College Sacramento, California
2015- Current *Medical Assisting*

Grant high School (Grad) Sacramento, California
2010 – 2013 *General Education*
High School Diploma in 2013

Sutter Medical Center Sacramento Sacramento, California
2016- 2017 (volunteer)
Surgical medical (Bariatric unit)

EMPLOYMENT & ACTIVITY HISTORY

2018-Current **IST Management (service specialist)** Sacramento, CA

- Taking incoming calls
- Filing / scanning in new documents
- Uploading documents

2016-2018 **Allied Universal (security officer)** Sacramento, CA

- Greeting customers
- Patrolling area to make sure it's still secure
- Writing daily reports

2015-2016 **Wells Fargo (phone banker)** Sacramento, CA

- Taking inbound calls
- Helping customer with business accounts
- Working on computers systems / taking notes

2014-2017 **Command Center (Janitor)** Sacramento, CA

- Clean restroom, sweeping area grounds
- Change trash bag and dumping them
- Clean animal cages and resetting the bedding