

Ivy Campbell

Sacramento, 95823 ♦ (510) 825-7520 ♦ poisonsapp@gmail.com

SUMMARY OF QUALIFICATIONS

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|-------------------------|------------------------------------|------------------------------------------------|
| ♦ Office Administration | ♦ Excellent Public Relation Skills | ♦ Extensive Customer Service Experience |
| ♦ Appointment Schedule | ♦ Organized and Multi-tasked | ♦ MS Office (Word, Excel, PowerPoint, Outlook) |
| ♦ Bartending License | ♦ Food Handlers Card | |
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PROFESSIONAL EXPERIENCE

NATIONAL BAR STAFFING – Sacramento, CA

8/18 - Present Bartender

- ♦ Maintained & managed full bar
- ♦ High volume cash handling /POS
- ♦ Created cocktail menus

VITALANT – Mather, CA

5/18 - Present Donor Outreach Coordinator II

- ♦ Heavy In/Outbound call volume
- ♦ Maintain Donor's confidential information in Edonor database /HIPPA regulations
- ♦ Customer service/ Interpersonal skills
- ♦ Assists with training of new hires /Provides support to multiple blood centers thru advanced center product knowledge

SECURITY PRO GROUP – Sacramento, CA

11/17 - 3/18 Security Consultant

- ♦ Outbound calls/Scheduled appointments via ADT security system for Homeowner's installations
- ♦ Generated invoices/Maintained & tracked FillQuick database to insure Realtor's referral checks are processed
- ♦ Managed Realtor's & Homeowner's confidential information in Hubspot software database

CASH AND GO— Union City, CA

5/09 - 2/16 Lead Teller/ Supervisor

- ♦ Responsible for opening & closing operations on a day to day basis
- ♦ Teller duties, cashing checks and processing paperwork for payday advances
- ♦ Data entry & processing for payday advances
- ♦ Managed meticulous records for management of revolving accounts

EDUCATION

FREMONT ADULT SCHOOL— FREMONT , CA – Graduated

COSUMNES RIVER COLLEGE - REAL ESTATE – Graduated

* Reference available upon request*