

Ivy Campbell

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

SUMMARY OF QUALIFICATIONS

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

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