

# Rachel Key

## **Relocated To Irving, TX**

Irving, TX

rachelkey69\_oed@indeedemail.com

9727290615

Relocated to Irving, TX area.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Dishwasher/Cashier**

Cool Als - Jackson, MS

February 2011 to March 2019

Responsible for providing great customer service while operating a cash register as well as over the phone order, make sure all food is prep before shift begins, and make sure items are all restocked and place nice and neatly for customers as well as other employees.

### **Mat Roller**

CINTAS

September 2016 to October 2018

Responsible for making sure that all mats are properly in order by size, color, and logo. Also inspecting all mats to make sure that they are in good condition as well clean.

### **Package Handler**

FedEx Ground - Jackson, MS

August 2017 to August 2018

Responsible For Making Sure All packages are scanned and loaded on correct truck for next day delivery

### **Housekeeper**

Budgetel Inn & Suites - Jackson, MS

May 2015 to November 2016

Dusting and polishing furniture and fixtures.

Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks.

Maintaining a clean and sanitary kitchen area.

Making beds and changing linens.

Washing windows.

Vacuuming and clean

### **Customer Service Representative**

Xerox

January 2015 to September 2016

First point of customer contact for general inquiries like pricing, products, scheduling etc. Ensures delivery of excellent customer service through fast and accurate processing of orders, communication, and coordinating with other departments to resolve inquiries

## Education

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### **HIGH SCHOOL DIPLOMA**

LANIER HIGH SCHOOL

May 2010

## Skills

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- CUSTOMER SERVICE (7 years)
- EXCEL (7 years)
- POWERPOINT (7 years)
- MICROSOFT WORD (7 years)
- WORD (7 years)

## Assessments

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### **Customer Service Skills — Familiar**

October 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [https://share.indeedassessments.com/share\\_assignment/2qi8ehlweisrle](https://share.indeedassessments.com/share_assignment/2qi8ehlweisrle)

### **Customer Focus & Orientation — Completed**

March 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_assignment/djmvw0buaqnlsruk](https://share.indeedassessments.com/share_assignment/djmvw0buaqnlsruk)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### **SKILLS**

- Ability to work part of a team.
- Ability to use Microsoft Word, PowerPoint, Excel, etc.
- Can Lift up to 75lbs.
- Work very well computers.
- Great Customer service Skills