

# Marquia Anderson

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## Customer Service Objective

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Obtain a customer service position where I can maximize my people oriented experience, communication skills and my problem analysis and problem solving abilities.

## Skills

<ul style="list-style-type: none"><li>• Time management</li><li>• Multi-Tasking</li><li>• verbal communication</li><li>• Strategic Thinking</li><li>• Creative thinking</li><li>• Computer savvy</li></ul>	<ul style="list-style-type: none"><li>• <i>Effective listening skills</i></li><li>• <i>Reliability</i></li><li>• <i>Creativity</i></li><li>• Determination</li><li>• <i>Decision making</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Teamwork</i></li><li>• <i>Quick learning</i></li><li>• Effective study skills</li><li>• <i>Problem solving</i></li><li>• Critical thinking skills</li><li>• <i>sterilization</i></li></ul>
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## Professional Experience

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MIS

### AONE Security

01/2020 - 03/2023

\$16.50

Inspect and patrol the perimeter and grounds at regular intervals.

### AMR Staffing

03\2017 - 06\2019

\$10-\$13

Packing, Receiving, CDC, Loading, Unloading

### Labor Ready - Long Beach, CA

04/2016- present

\$12-\$15 hourly

Temporary Agency

Answering phones, order pulling , warehouse work

### Gate Gourmet- Los Angeles, CA

06/2016 -08/2016

\$12 hourly

Made carts for airport flight attendants

### Molina Healthcare - Long Beach, CA

01/2015 - 03/2016

\$15 hourly

Customer Service/ Outreach Partner  
Campaign Canvasser for Obama care

**Pacific Gateway - Long Beach, CA**

06/2013-08/2013

\$10 hourly

The Pacific Gateway Workforce Investment Board, with more than 40 active business and community leaders, represents the southern coastal region of Los Angeles County, including Lomita, Long Beach, Signal Hill, and Torrance.

**Leader for Afterschool Program**

- Communicated clearly and effectively with students, assisted students with their homework assignments, supervised students while in recreation room, demonstrated arts and crafts projects with children, and helped keep recreation room clean and sanitized.

**CONSERVATION CORPS - Long Beach, CA** 03/2012-10/2012

\$10 hourly

The Conservation Corps of Long Beach (CCLB) is a nonprofit, certified local conservation corps, one of 13 certified local conservation corps in California.

**Recycling Corp member**

- Kept work area clean and professional, demonstrated excellent customer service skills, answered member questions and worked together, traveled in company trucks and picked up and unloaded toaders from residential and business corporations.

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**Education**

<b>AMERICAN CAREER COLLEGE — Long Beach, CA</b> Dental Assistant Program- <i>Diploma</i> <i>GED</i> November 2013	07/2013-07/2014
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**Certifications And Awards**

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CPR Certified  
*Honor roll*

American Heart Association BLS Certified  
HIPAA & OSHA Compliance