

Brandie Ball

With over eight years of customer service experience across various industries, I am confident in my ability to contribute effectively to your team. I am an eager and adaptable professional, known for my ability to learn quickly, collaborate seamlessly, and take initiative. My strong problem-solving skills and commitment to excellence enable me to deliver outstanding service and support company success. I am excited for the opportunity to grow and make a meaningful impact in this role.

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WORK EXPERIENCE

Walgreens — Assistant Manager

05 2021 to 03 2023, Atlanta,GA

As the assistant manager I worked closely with our store's manager. I received the truck 3 days a week. I was responsible for opening/closing the store depending on the shift I was scheduled. As the assistant manager I also did inventory and the switching of labels for incoming and outgoing products. I also trained all new employees, and kept current employees up to date.

LA Fitness — Temporary Receptionist

08 2021 to 01 2022, Atlanta,GA

As the temporary receptionist, I held the same responsibilities as the permanent. Responsibilities included welcoming visitors at the front desk by greeting and directing them appropriately , and answering and forwarding incoming phone calls .

The Novel — Front Desk Receptionist

06 2022 to 03 2023, Atlanta, Ga

As the front desk receptionist, I was responsible for greeting and directing all of our clients as well as their guests. I handled phone calls and forwarded them to the correct person. I was also responsible for managing the mail package room for our clients. In this position, we performed clerical tasks, as well as having great customer service.

Superior Grocers — Cashier

03 2023 to Present, Los Angeles, Ca

I'm responsible for greeting and providing each customer with an exceptional experience. As cashiers we handle balancing cash registers, issuing receipts to each paying customer, processing returns and exchanges needed. We accept payments from customers either handling cash or the POS system set in place. We also honor coupons and rewards.

Think Together — Older Youth Leader

09 2024 to Present, Santa Fe Springs

As an older youth leader, I work directly with an assigned class of approximately 20-25 students, acting as a positive adult role model, coach, and mentor. Older youth Leaders must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach. An older youth Leader's ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.

EDUCATION

Clark Atlanta University — Psychology

08 2016 to 01 2019

In Progress

George Washington Preparatory High School — High School Diploma

01 2014 to 08 2016

Maxine Waters Employment Preparation Center — CNA Certification

09 2023 to 06 2024

PROFESSIONAL CERTIFICATIONS

CPR Certification

SKILLS

Leadership · Problem Solving · Customer Service · Organization · Teamwork · Computer Literacy