

Chemetrius Mabson

(859)755-5982 | dcenise0007@gmail.com

Objective

I anticipate moving forward within a company or organization where there will be a mutual benefit of growth and success. I am hoping to obtain the opportunity to further my career within a company where initiative and perseverance is preferred. I am seeking a position where my skill and education is applicable and necessary.

Education

ASSOCIATES OF ARTS | MAY 2016 | BLUEGRASS COMMUNITY COLLEGE

- Major: Journalism
- Minor: Communications
- Related coursework: Business Marketing/ Sociology
- Anticipated B.A. Sullivan University Marketing/Business

Skills & Abilities

SALES

- Assured quality customer care, promoted quality products, communicated and organized with other employees to ensure effective delivery. Suggested extended services to customers and answered all inquiries. Resolved any issues using internal software such as Microsoft Office and Excel.

COMMUNICATION

- Standard office equipment, multi lined phone system, promptly greeted all customers with accurate information regarding sales or service. Supervised and assisted with all written and verbal communications in regards to office matters.

LEADERSHIP

- Initiated enrollment and registration, also assisted with creating student accounts, reconciled all cash receipts, open and closed shifts, maintained and structured daily task.

Experience

Customer Service | Xerox | Metlife Insurance | 2016

Customer Service| Conduent (Humana) | 2018

Customer Service| Alorica | 2019