

Jillian Goebel

Data Entry / Customer Service Representative / Remote-Work At Home

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Looking for remote/work at home jobs #Readytowork

Authorized to work in the US for any employer

Work Experience

Full Time Housekeeper

Motel 6 / Holiday Inn Express - Richfield, OH

June 2021 to January 2022

I was a full time housekeeper for both Motel 6 and the Holiday Inn Express.

Responsibilities: Going by standard procedures of cleaning rooms, safety regulations, reporting any fixes to be made, making sure they were clean precisely and ready for rental.

Part-time Florist, Gas Attendant Cashier

Dillion's - Topeka, KS

August 2008 to January 2011

Responsibilities: Make floral arrangements for customers, take customer floral orders, restocking flowers/supplies, receive shipments, make decorations, water plants, dispose of old plants/flowers, handle money, giving correct change, handling checks, insuring customer quality services, customer questions, customer help with gas pumps, lottery, keeping area cleanly, receiving gas shipments, counting tills

Part-time Cashier, Drive-Thru, Food Prep, Grill

Spangles - Topeka, KS

November 2007 to July 2008

Responsibilities: handle money, giving back correct change, insuring customer quality services, taking customer orders, bagging orders correctly, restocking restaurant supplies, preparing ingredients to be used in customer orders, cooking burger patties, keeping restaurant sanitary

Part-time Cashier, Self-scan worker, Customer Service, Front-end Coordinator

Giant Eagle - North Royalton, OH

October 2003 to August 2006

Responsibilities: Handle money, giving back correct change, insuring customer quality services, customer questions, customer phone calls, lottery, Western-Union, price checking, refunds, customer item requests, coordinating employee duties/breaks

Education

High school diploma in High School Education

North Royalton High School - North Royalton, OH

August 2001 to June 2005

High school or equivalent in Graphic Imaging Technology

Cuyahoga Valley Career Center - North Royalton, OH

August 2003 to June 2004

Skills

- Typing (63 WPM test taken April 28 2020) (70 WPM typing test taken December 12 2022), Microsoft word, PowerPoint(4 Years/High School), Excel(4 Years/High School), Adobe photoshop, Adobe Illustrator(1 Year/High School), Foto 3.6(1 Year/High School), Adobe Indesign(1 Year/High School), Internet search (Typing, Microsoft Word, Photoshop & Internet search 10 Years+) Moderator on Twitch and I have my own channel as well. I also have my own Facebook group. Extensive knowledge of social media. I am a pro-active Gamer. (10+ years)
- Customer Service (8 years)
- Typing (10+ years)
- Word
- Analysis skills
- Communication skills
- Proofreading
- Windows (10+ years)

Languages

- English - Fluent

Assessments

English Communication Skills: Typing — Highly Proficient

April 2020

Transcribing text using a standard keyboard

Full results: [Highly Proficient](#)

Data Entry — Highly Proficient

April 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Data Entry Clerk — Familiar

April 2020

Maintaining data integrity by detecting errors

Full results: [Familiar](#)

Creating Presentations with Microsoft PowerPoint — Proficient

April 2020

Knowledge of Microsoft PowerPoint tools and features.

Full results: [Proficient](#)

Scheduling — Familiar

October 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Familiar](#)

Working with MS Word documents — Familiar

October 2022

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Familiar](#)

Basic computer skills — Proficient

October 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Attention to detail — Proficient

December 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Call center customer service — Proficient

December 2022

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Customer focus & orientation — Proficient

October 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

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

Additional Information

Special Skills: Proficient in basic computer skills (Adobe Photoshop, Adobe Illustrator, Indesign, Foto 3.6, PowerPoint, Microsoft Word, Microsoft Excel, Internet search)