**Dejah Barnard**

**425-213-4161**

dnicetwice@gmail.com

**OBJECTIVE:**  To acquire a part-time position.

**EXPERIENCE:**

*Auto Transport Driver*

CLR Auto Transport, Pacific, Wa

10/2023 – present

* Safely transport vehicles under 25k lbs. to destination following all traffic rules (includes EDV’s)

*Delivery Driver (overflow )*

Pizza Hut, Kent & Bonney Lake, WA

03/2022 – 10/2023

* Use various operating systems to acquire and complete deliveries in a timely manner (with a smile )

*Customer Service CSR-1*

TTEC, Englewood, CO (remote agent) 10/2020 – 01/2022

* Outbound, inbound, and Live chat for a variety of projects most of which were major healthcare corporations
* QA scores over 98%
* > 98% reliability.
* Accurately input information across a wide selection of programs with multiple screens
* Provided efficient and professional first- line customer account management while resolving any difficulties (including referring them to others for more complex solutions)
* First call resolution

*Forklift Operator*

Del Monte Distribution Center, Hanford, CA 05/2014-09/2014

* Attention to detail in reading orders and filling orders correctly.
* Rapidly transfer product from assembly line for packaging
* Inclusive work environment working as a team to correctly fulfill orders.
* Seasonal position

**MILITARY EXPERIENCE**:

*Aircraft mechanic*

**United States Navy** 1995-2000

Aircraft Mechanic trained in hydraulics and composite structure repair for F-14 A/B/D, F-18, and CH-53 aircraft

Achieved Petty Officer 3rd class within first year

Training petty officer for over 30 personnel. Duties included but were not limited to record maintenance, filing, scheduling, and personnel journeyman tracking.

**QUALIFICATIONS:**

* Proficient in Excel, Word, Windows (10 home), PowerPoint, Outlook
* Type 55 wpm
* Data Entry: 10-key 11k sph, Alphanumeric 9k
* Multi-line switchboard
* Accounts payable/receiving, Order tracking, Order filling and shipping
* Organized with great attention to detail.
* Experience with leading teams of up to 55 people for three-month long projects
* Experience with inclusive healthcare – claims – appointments – referrals – initial contact