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| Taya Morgan Customer Service • Administrative • Data Entry | | | | | | | | | | | | | | | | | | |
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|  | Receiver with solid fill |  | 360.328.4134 |  | **Envelope with solid fill** |  | tayamahawkins@gmail.com |  | **Home with solid fill** |  | Bremerton, WA 98312 | | |  | **Social network outline** |  | linkedin.com/in/tayamorgan |
|  | | | | | | | | | | | | | | | | | | |
| Objective | | | | | | | | | | | |  |  | | | | | |
| Key Skills  * 11 Years Customer Service | | | | | |
| Previous scheduling coordinator looking for a remote position in customer service, administrative, and/or data entry. With my experience and strong organization skills, I would be a great addition to any team. I’m a fast learner that thrives working independently and is looking to join a diverse and energetic company. | | | | | | | | | | | |  | * 75 WPM w/ 98% accuracy * Proficiency in Microsoft Excel, Word, Outlook, Google Sheets, PDF * Administrative experience * Detail-oriented * Enthusiastic * Problem Solver * Time-management * Fast Learner * Self-motivated  Education Lake Stevens High School   * High School Diploma   2011 • 3.8 GPA  **Online Courses (skillshare.com)**   * Beginner to Advanced Excel Mastery Course * Microsoft Word Zero to Hero Training * Microsoft Outlook Mastery Course * Editing in Adobe Acrobat DC 2021 * Google Sheets in 2021   **Interests**   * Hiking * Writing * Learning something new * Gardening | | | | | |
| Experience | | | | | | | | | | | |
| August 2022 – February 2023  Scheduling Coordinator • PerioCare Implant • Silverdale, WA  I worked as a Scheduling Coordinator for a dental office. This involved scheduling appointments, obtaining confidential information, organizing incoming referrals, and communicating effectively to my team and other dental offices. Some of my other tasks included creating excel spreadsheets, responding quickly to emails and voicemails, organizing folders and files, and other essential administrative tasks.  May 2021 – Aug 2022  Data Entry Clerk • Freelance • Remote  Provided data entry services to several clients as an independent contractor. I managed small and large scale data, looking for any inconsistencies while organizing secure information. Some examples of my work included digitizing paperwork, creating customer contact lists, and organizing financial records for self-employed and small businesses. I communicated with my clients primarily through email.  April 2020 – May 2021  Sales Associate • Spectrum • Bakersfield, CA  Customer service was my focus for this internet and mobile company. When I wasn’t helping customers, I was updating customers information and helping with administration tasks whenever needed.  June 2010 – October 2019  Sales Associate • Fred Meyer • Bremerton, WA  I worked in several departments assisting customers while also answering phones, managing money, and cleaning. My goals were customer satisfaction and keeping the store presentable. | | | | | | | | | | | |