

Cheryl Singh

East Lansing, MI 48823

cherylsingh19779_wai@indeedemail.com

517-203-6789

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

#readytowork

Authorized to work in the US for any employer

Work Experience

Kohl's Sales Associate

Kohl's - Okemos, MI

November 2019 to May 2020

- Handled all customer relations issues in a gracious manner and in accordance with company policies.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
- Answered customer telephone calls promptly and in an appropriate manner.

Call Center Customer Service Representative

Manpower - Lansing, MI

January 2018 to September 2019

- Provided knowledgeable, courteous and responsive customer service in a high-volume, fast-paced call center environment.
- Answered incoming customer calls promptly and in accordance with the established call handling procedures.

Caregiver/Personal Assistant

Flowers Homecare - East Lansing, MI

March 2014 to December 2017

- Worked to improve and enhance patient lives through effective and compassionate care.
- Administered medication as directed by physician.
- Transported individuals to medical appointments and other errands.
- Assisted patients with bathing, dressing, hygiene and grooming.

Assistant Store Manager

Admiral Petroleum - East Lansing, MI

November 2010 to February 2014

- Managed the scheduling for store shifts so that there was proper staffing at all times.
- Immediately addressed problems with customers to promote quick and successful resolution.
- Recruited, interviewed and hired individuals who would add value to the team.

Education

High school diploma in High School Completion

Hill Vocational Adult Education - Lansing, MI

January 1997 to June 1997

Skills

- Cash Handling
- Customer Service
- Call Center
- Management Experience
- Caregiving