

Breona Rogers

Customer Service Manager

Willow Spring, NC 27592
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WORK EXPERIENCE

Assembler

TE Connectivity - Fuquay-Varina, NC - March 2014 to Present

Customer Service Manager

Walmart - April 2013 to January 2015

Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.

- Manage staff, preparing work schedules and assigning specific duties.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.

Receptionist, Kiddie Fire Fighting, Angier

Walmart - June 2013 to May 2014

Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.

- Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Receive and place telephone calls.
- Schedule and make appointments.
- Make photocopies of correspondence, documents, and other printed matter.
- Organize and maintain law libraries, documents, and case files.

Tools & Technology • Mobile Development 10

- Coding 7
- emerging technologies 10
- technical writing 10

EDUCATION

Diploma

Middle Creek High School
2014

Computer information technology in Certificate

Central Carolina Community collage - Lillington

SKILLS

Monitoring

- * Reading Comprehension
- * Speaking
- * Writing
- * Mathematics
- * Management of Personnel Resources
- * Time Management
- * Judgment and Decision Making
- * Active Learning
- * Management of Financial Resources
- * Equipment Selection
- * Installation
- * Operation Monitoring
- * Repairing
- * Active Listening
- * Service Orientation
- * Instructing
- * Persuasion
- * Social Perceptiveness
- * Coordination
- * Systems Evaluation
- * Learning Strategies
- * Critical Thinking
- * Troubleshooting
- * Programming

ADDITIONAL INFORMATION

Skills • Monitoring

- Reading Comprehension
- Speaking
- Writing
- Mathematics
- Management of Personnel Resources
- Time Management
- Judgment and Decision Making
- Active Learning
- Management of Financial Resources
- Equipment Selection
- Installation
- Operation Monitoring
- Repairing
- Active Listening
- Service Orientation
- Instructing

- Persuasion
- Social Perceptiveness
- Coordination
- Systems Evaluation
- Learning Strategies
- Critical Thinking
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- Programming