Kelly Eslick

254-747-2369

610 Dove Ln

Copperas Cove, TX

76522

Objective

Is extending me knowledge to the greatest fulfillment and to learn new was and grows with in a company.

Experience

04/2016-05/2015

C3

McGregor, TX

United Healthcare

I would answer the phone calls that came in and help customers make appalment’s, go over insurance and also adjust the insurance if needed. I would also take payments and make payment arrangement for the customers that would call in.

9/2015-04/2016

Just for Tot’s

Killeen, TX

Teacher Aid

I would help in every classroom to make sure that all the teachers had what they needed. I also picked the kids up from the school and dropped them off at the different daycares in the group. I would also clean the rooms and make them ready for the next day for the opening staff.

04/15-9/2015

First Cav Mini Mall

Fort Hood, TX

Stocker/ cashier

I would have to redo the stock on the shelves for sales and change over with in the store. I also would ring up customers that would come to my register and I would try to sell items at the register.

2014 – 2015

GC Services

Copperas Cove, TX

Sales/ Customer Service

The job that was given to me was with Toyota, I would pick help clients make payments on their cars and truck. I would in there call center for almost a year helping the clients and set up payments. The other part of my job was to update the client’s info with in the computer system.

2012- 2014

Aegis Inc.

777 Twin Creek

Killeen, TX 76549

254-953-7500

Sales Specialist

When customer call in for help I answer there question to help them save money. I work with phones and on the computer inputting data about customers and their needs. i work will few different types of programs including the internet. There is also paperwork that is done with filing at the end of the day.

2011-2012 Kids Haven

3903 West Stan Schleter loop

Killeen, TX 76549

254-526-0800

Teacher’s aid and cook

I helped with every types of rooms with in the daycare included the school pick up route. I would cook the meals for the daycare along with cleaning the daycare at the end of the day. I copied and handed out paperwork around the day care for the teachers.

2010-2011

Kids Little Play House

(Not open anymore) Killeen, TX

Teacher

I was a teacher for every classroom with in the daycare including the secondary daycare that was just baby’s. I also cleaned the daycare along with doing the bus route to pick the kids. At the end of the day I made sure that everything was clean and that teachers had paperwork for the next day.

2004- 2006

Jo-Anna Fabric shop

1625 W Lugonia Ave

Redlands, Ca 92374

909-335-5922

Fabric cuter

I help people with their projects and cut there fabrics. I was also teaching classes for project ideas. I worked in the customer service part of everything and traded new people

2002-2004

Ahrens Child Care

201 N University St

Redlands, CA 92374

909-793-8601

Volunteer Direct Child Care Provider

Assisted professional staff in directing the educational and recreational activities of 20 to 30 pre-school aged children. Worked with individual children in learning basic skills. Assisted in problem solving between children

2000-2004

Mozart’s Gift Store

244 E Citrus Ave

Redlands, CA 92373

909-798-2573

Stocker-Customer Service Provider- Assistant Display Person

Unpacked and organized shipments of delicate and varied gift items. Priced large numbers of many different kinds of items. Waited on customers, assisted them with purchases and help wrap packages. Performed general clean-up.

1999-2004

2nd Harvest Food Bank

2950 Jefferson St

Riverside, CA 92504

951-359-4757

Volunteer set up and Drink Service Person

Assist in setting up the Annual Passport to End Hunger Fundraiser at the California Speedway in Fontana. Helped to decorate tables and serving area for an event reaching 500 plus people. Served Drinks during the event and assisted in clean up.

2004 - 2006

Jo-Ann’s Fabrics

Redlands, CA

Stocker-Customer Service Provider- Assistant Display Person

I was put on the frat line and organized shipments of delicate and varied items. I also help the gust create and add to projects. I was also a backup casher on the busy days.

Education

Currently going to university of Phoenix Online: Medical billing and coding with my

2004 Graduate of Redlands High School

Certificate in Floral Design from ROP

Certificate in Computer and Internet Skills from ROP

Certificate in Small Business Operations from ROP

Appliance Repair School CA

REFERENCES

Ms. Dinmore (owner of Mozart's gift shop)

When I was working there my last name was Ditchfield

Desmond Ditchfield (oversaw with the feeding America chef compactions)

Phone number 909-855-7045