

Braxton Chavis

Picker - Amazon

Columbia, SC 29206

D1non771@gmail.com

+1 803 596 6544

.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Picker

Amazon-Columbia, SC

December 2017 to Present

Walking 10hr picking customer items

Customer Service Representative

MAXIMUS FEDERAL SERVICE-Remote

May 2020

Education

As of April in customer service

Midlands Technical College - Columbia, SC

2018 to July 2020

Skills

- Accounting (Less than 1 year)
- Microsoft Office (4 years)
- Bookkeeping
- Accounts Payable
- Bank Reconciliation
- General Ledger Reconciliation
- QuickBooks
- Journal Entries
- Accounts Receivable
- Account Reconciliation
- Sage

- Financial Statement Preparation
- Payroll
- Financial Analysis
- Customer service
- Accounting
- Bookkeeping
- Financial statement preparation
- Balance sheet reconciliation
- Account reconciliation
- Payroll
- Financial analysis
- Microsoft Excel
- Accounting software
- QuickBooks
- Business Analysis
- General ledger accounting
- Bank reconciliation
- Analysis skills
- Office management
- Accounts payable
- Accounts receivable
- Windows
- Software troubleshooting
- Active Directory
- Organizational skills
- Microsoft Word
- Data entry

Awards

GED

May 2015

Business Management (A.A.S)

October 2023

Certifications and Licenses

Bookkeeping

October 2019 to Present

QuickBooks

October 2019 to Present

Driver's License

July 2015 to Present

Assessments

Customer service — Proficient

July 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Bookkeeping — Proficient

March 2024

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Customer focus & orientation — Proficient

July 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Customer service fit — Completed

April 2022

Measures the traits that are important for success for customer service roles

Full results: [Completed](#)

Basic computer skills — Proficient

April 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Work motivation — Proficient

July 2022

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.