

# shauntel jenkins

Kilgore, TX 75662

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Positive Attitude, Fast Working, Quick Learner, Leadership Skills, Open Availability, Ready To Work

Authorized to work in the US for any employer

## Work Experience

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### **Remote Customer Service Representative**

s4 Communications - Longview, TX

August 2020 to December 2021

Providing customer service over the phone in a timely manner and assisting customers with billing questions

### **caretaker**

bethany home health care - Carthage, TX

October 2016 to December 2019

#### **Responsibilities**

Completed my hours and task in a manerly matter by applying the client all of my attention and completing all the task asked in a joyful way.

#### **Accomplishments**

positive impact

#### **Skills Used**

people skills...pacient skills...working skills...

### **Dillard's Sales Associate**

Dillard's - Longview, TX

January 2017 to July 2018

provided Great customer services to the customers

### **Caregiver (Full-Time)**

Choice plus care - Tyler, TX

August 2013 to October 2017

I provide services to the elderly and assist the clients to any assistance needed and also transport clients from wheel chair to bed

### **Shipping and Receiving**

Neiman March - Longview, TX

June 2011 to August 2012

Working on the line and did shipping and receiving

## Education

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### **Cna certificate in Nursing**

Kilgore college - Longview, TX

January 2011 to February 2012

### **diploma in cosmetology**

marshall high school - Marshall, TX

2009 to 2012

## Skills

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- experienced customer servies, great typing skills, great at mutitasking
- CPR Certified
- Microsoft Excel
- Microsoft Office
- Care Giver
- Home Health
- Home Care
- Personal Care
- Security
- Senior Care
- Patient care
- Administrative experience
- Hospitality
- Customer service
- Driving
- Microsoft Word (5 years)

## Certifications and Licenses

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### **CPR/First Aid**

### **driver's license**

### **Armed Security License**

## Assessments

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### **Security guard skills — Proficient**

February 2021

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

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

## Additional Information

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Open to learn new things and Available to start Immediately