

NILES THOMAS
314 East 24th Street.
Chester, PA 19013
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267.577.8572 (C)

OBJECTIVE

Seeking positions as a Receptionist that will utilize my strong written and oral communication.

EDUCATION

Montgomery County Community College: Blue Bell, PA. (120) Credits

Major: Associates of Liberal Studies. Minor: Communication

EXPERIENCE

January 2018 – present

Biotelemetry

Malvern, PA

Customer Service Representative

- Verified/Updated Medical Insurance Accounts
- Received Inbound and Outbound Calls
- Utilized NextGen and Microsoft Office Software Applications

February 2016-2018

Corporate Caterers

Norristown, PA

Customer Representative

- Responsible for daily incoming and outbound calls
- Proficient in Microsoft Office Word and Excel
- Services existing accounts, obtains orders, and establishes new account.

July 2013-2017

United Parcel Service

Willow Grove, PA

Lead Sorter

- Daily trained other employee's in mailing & package handling
- Identifying & Redesigning procedures that reduced errors by 5%
- Successfully implemented a new bar code which improved scanning

Reference available Upon Request

Niles Thomas References

Carolyn Cerdan/Customer Service manager
1000 Cedar Hollow Rd Malvern Pa 19355
Phone: 302.264.0674
Email: carolyngolden3@yahoo.com

Belinda Hobbs/ Store Manager
2014 Old Arch Rd Norristown Pa 19401
Phone: 856.308.9897
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Antonio Almeida/Supervisor
1 Electronic Dr.
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