

# James Parks

## **Customer Service Representative**

Philadelphia, PA 19104

[jamesrparks4@gmail.com](mailto:jamesrparks4@gmail.com)

732-864-4404

Authorized to work in the US for any employer

## Work Experience

---

### **Front Desk Agent**

Homewood Suites by Hilton - Philadelphia, PA

August 2018 to Present

check-in/check-out guests , answer phone calls, cashier operations, help guests with any needs or requests, filing paperwork and fulfilling other front desk duties required.

### **Ice Cream Server**

Cold Rolled Ice Cream - Los Angeles, CA

February 2018 to April 2018

Job Duties included providing customer service , serving and making ice cream, maintenance responsibilities, dealing with a fast paced environment (West Hollywood) , etc.

### **Pharmacy Technician**

Rite-Aid Pharmacy - Bayville, NJ

August 2017 to January 2018

Job Duties included filling and counting prescriptions, customer service, cashier, dealing with insurance companies, inventory, etc.

### **Sales Associate/Cashier**

JCPenney - Toms River, NJ

June 2016 to January 2018

Job Duties included customer service , cashier , training new employees, maintenance, inventory, loading and unloading truck shipments, etc.

## Education

---

### **Liberal Arts**

Ocean County College - Toms River, NJ

September 2016 to December 2016

### **Design & Visual Communications and Audio Recording**

Ocean County Vocational-Technical Schools - Toms River, NJ

September 2014 to June 2016

### **Diploma/GED**

Toms River High School South - Toms River, NJ  
September 2012 to June 2016

## Skills

---

CASH (Less than 1 year), CREATIVE WRITING (Less than 1 year), ENGINEERING OPERATIONS (Less than 1 year), EXCEL (Less than 1 year), LIGHTING (Less than 1 year), Restaurant Server, Busser

## Certifications/Licenses

---

### **Customer Service Skills assessment - Proficient**

July 2018

Indeed Assessments™ evaluation completed with Proficient rating.

View my results:

[https://share.indeedassessments.com/share\\_assignment/e5pyq7gmqtw80orv](https://share.indeedassessments.com/share_assignment/e5pyq7gmqtw80orv)

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

### **international thespian society**

December 2014 to Present

i have received this certificate for my accomplishments in acting during my time attending Toms River High School South.

## Additional Information

---

### SKILLS

Microsoft Word, Excel, and PowerPoint  
Digital Camera Photography & Videography for Multimedia  
Pro Tools Engineering Software for Digital Sound & Recording  
Theater Lighting and Stage Equipment  
Live Sound Engineering Operations  
Creative Writing Competency  
Modern Register Cash/Card Transactions