

# Tianna Seals

Philadelphia PA, 19129 | (302) 384-3797 | [stianna1210@gmail.com](mailto:stianna1210@gmail.com)

## SUMMARY

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Helpful, patient, and self-motivated customer service representative with over 6 months of experience helping customer to connect to health care. Great interpersonal skills, with active listening and critical thinking ability. Excellent time management and problem-solving ability, and attention to detail. Able to make decisions when necessary and great organizational skill.

## EDUCATION

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### Associate in Arts, Business General

Expected May 2024

Community College of Philadelphia, Philadelphia, PA

*Relevant Courses:* Navigating Leadership in Business

## EXPERIENCE

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### Customers Service Representative

January 2023-March 2023

Fair Mart

- Greet customers
- Maintain my composure and being polite
- Work at the cash register and lottery machine.
- Cleaned up store and stock.
- Close and open store.
- Kept lines going at a good pace

### Customers Service Representative

July 2021 – April 2022

AmeriHealth Caritas, Philadelphia, PA

- Assisted clients in obtaining health care services by providing friendly phone service.
- Answered questions about covered services on their health care plans.