

Elizabeth Goodwin

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PROFESSIONAL SUMMARY

Hard worker who emanates patience, honesty, creativity, and helpfulness Able to quickly learn and adapt to any new task and carry it out with efficiency. Coachable and can work flexible hours. Comfortable working in Microsoft Office and Google Docs

KEY AREAS OF EXPERTISE

Office Administration

- Efficient usage of office machines: comb binding machine, personal computer, phones, printers, fax machines, copiers, scanners
- Accurate data entry into online database platforms, identifying clients and updating profiles
- Provides superior customer service in person, on the phone, and via email
- Excellent organizational skills
- Work efficiently while maintaining accuracy
- Able to maintain confidentiality and privacy of customer information

Customer Relations

- Effectively conducting customer surveys and outreach
- Easily following phone call guidelines/scripts, revising as needed
- Successfully communicating specific information on a topic in an understandable way
- Accurately maintaining cash transactions

Event Support/Community Outreach

- Organizing and distributing merchandise/prizes
- Monitoring of event activities and ensuring smooth running of event
- Assist with check in of event participants, ensuring safety of participants

WORK EXPERIENCE

Target	Cashier	Sacramento, CA	11/2017-01/2018
Big Brothers, Big sisters	Temporary Office administration	Sacramento, CA	03/2017-06/2017
CNC Education Fund	Phone banker	Sacramento, CA	10/2016-11/2016

EDUCATION, TRAINING, AND CERTIFICATES

IREM Sacramento REstart Program	Certificate of Completion	Sacramento, CA	03/2018
<i>Comprehensive 5 week residential property management training program</i>			
Sacramento County Inspection Course	Certificate of Completion	Sacramento, CA	03/2018
California State Legislature	Certificate of Recognition	Sacramento, CA	07/2017
Women's Empowerment	Job Readiness	Sacramento, CA	07/2017
Women's Empowerment/Intel	Microsoft Proficiency	Sacramento, CA	07/2017
Jobs+ WIOA Program	GED/ Mental Awareness	Sacramento, CA	06/2017