

Desiree Moore

Kansas City, MO 64108

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Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Radius Global Solutions LLC-Lenexa, KS

August 2024 to Present

Help customers with paying off there Apple Card's. As well as do chats with customers about Apple payment.

IRS Certified Tax Preparer

United States Department of Treasury I.R.S.-Kansas City, MO

January 2024 to Present

Tax examiner, filing, math coordinator, working with codes, working with sensitive info.

Interviewer 1

Titan Technologies Inc-Kansas City, MO

February 2021 to November 2023

What I do as a worker is I dealt with payment processing help adjust the accounts. Giving them options on missing information. Setting up business info checking Secretary of State about business employment interactions. Cleared and completed information on such business and states of there personal information.

Customer Service Representative

Salem Solutions-Kansas City, MO

November 2021 to December 2021

I worked as a csr2

I helped veterans and active military people

I helped them with medical problems

Sent them to medical bases or regular hospitals they told us what was wrong and we would get a person a doctor that does that specific problem.

Call Center Representative

Centrinex-Lenexa, KS

April 2020 to October 2021

CONTACT ME

Call center

Address Centrinex

Kansas City, MO 2 years

Helping customers with billing info adjusting account payables, adjusting with technical issues, showing missing or unclear info fixed situation. Did inbound and outbound calls as well as cold calling.

Housekeeper Manager

Grand pavilion

Phone

913-263-4520 1 Year

Security guard

Security's

Email

1 Year

desiree.moore234@gmail.com

Laundry attendant

Grand pavilion

1 Year

Chef

Saint jewels college

7 Months

Retail

Google ber

1 Year

Customer Service Representative

Full Potential Solutions

June 2021 to July 2021

Inbound & outbound calls, help customers cancel lines, fix the bill, open up accounts, look at customers phone plans, sale customers on new things for there account.

Subway Assistant Manager

Subway-Kansas City, MO

January 2020 to February 2020

Made sandwiches

Got my food handlers

Did dishes

Calculated pay

Pizza Hut Manager

Pizza Hut-Raytown, MO

June 2019 to July 2019

Made pizza

Returned phone calls

Had paperwork

Stocked

Education

High school diploma in Education

Park Hill High School

December 2016 to May 2017

Skills

- Data Entry
- Cleaning Experience
- Cash Handling
- Leadership
- Work from home (3 years)
- Serving
- Kitchen Experience
- Travel planning
- Microsoft Outlook
- Chef
- Typing
- Guest Services
- Cooking
- Communication Skills
- Research
- Customer service
- Senior Care
- Interviewing
- Meal Preparation
- Microsoft Powerpoint
- Customer support
- Payroll
- Merchandising
- Management
- Computer skills (1 year)
- English
- Customer Service
- Recruiting
- Cold Calling
- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Front Desk
- Supervising Experience
- Statistics
- Caregiving

- Laundry
- Organizational Skills
- Security
- Home Care
- Technical support
- Sales
- Cashiering
- Office Management
- Assistant Manager Experience
- Housekeeping management
- Personal Assistant Experience
- Cpr

Certifications and Licenses

CPR Certification

Driver's License