

Brittney Vasquez

Houston, TX

(346) 256-7827

brittneyv944@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and dependable Data Entry and Customer Service Specialist with over 4 years of experience handling sensitive data and assisting customers in fast-paced environments. Skilled in accurate data input, record keeping, and maintaining excellent customer satisfaction. Strong ability to manage time, multitask, and learn new systems quickly.

SKILLS

- Data Entry & Record Management
- Microsoft Excel & Google Sheets
- Typing Speed: 43 WPM
- Customer Service & Problem Solving
- Time Management & Organization
- Confidential Data Handling
- CRM & POS Systems
- Team Collaboration

WORK EXPERIENCE

FEMA Agent (via Express Pros)

Houston, TX | Nov 2024 - Present

- Enter and review applicant data for disaster relief services.
- Ensure accuracy and confidentiality in managing case records.
- Assist in verifying documents and resolving data discrepancies.

Cashier

Home Depot, Houston, TX | Jun 2023 - Apr 2024

- Managed high-volume transactions using POS systems.
- Maintained accurate records of sales and customer purchases.
- Provided excellent customer service and resolved issues promptly.

EDUCATION

GED, Completed 2022

REFERENCES

Available upon request.