

# Ebony Dunlap

Durham, NC 27703

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+1 336 253 4676

Willing to relocate to: Durham, NC

## Work Experience

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### **Medical Receptionist**

Carenet Health-Durham, NC

Present

The Medical Receptionist is responsible for answering telephone calls, providing excellent patient service care via telephone, maintaining patient database, and scheduling appointments. All responsibility must be performed with the highest level of integrity and consistent with the company's core values: Put People First, Work with an entrepreneurial spirit, Deliver Market Leading Performance

### **Part Time Supervisor**

DSW-Designer Shoe Warehouse-Durham, NC

May 2024 to September 2024

### **Technical Support Representative**

Foundever

March 2024 to May 2024

### **Print and Marketing Associate**

Staples

December 2023 to February 2024

### **CSR - Customer Service Representative**

Carlie C's IGA-Durham-NC

October 2023 to December 2023

### **Stylist**

JCPenney Salon

December 2022 to August 2023

### **Part Time Manager**

Claire's

May 2022 to June 2022

### **Cosmetologist**

Elite Hair Enhancement-Greensboro, NC

August 2019 to June 2021

Hairstylist

## **Print Supervisor Full-Time**

Office Depot OfficeMax-Greensboro, NC

August 2018 to February 2019

responsible for engaging and providing an exceptional experience for customers requiring Print services. expected to quickly build ongoing customer relationships and become a trusted expert by utilizing advanced Print Services knowledge to meet customers needs. demonstrates a passion for the brand, print solutions, and other products offered to our customers. utilize Office Depot and Office Max proven sales principles to proactively engage customers, in order to drive the sales of Print Services. take ownership for completing all print orders correctly and within the quoted timeline, and assesses whether the Regional Print Center should be utilized. responsible for the training of Print Services Specialists and will also provide cross functional training, when needed, for other associates within the store. Additionally, perform daily and weekly maintenance of the Print area.

## **Sales Consultant (part-time)**

Office Depot OfficeMax-Greensboro, NC

August 2017 to August 2018

greet customers. Provide friendly service while checking out. Work logistics

## **Education**

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Wake Technical Community College-Wake Forest, NC

April 2024 to August 2024

Virginia College-Greensboro, NC

October 2015 to September 2016

## **High school diploma or GED**

August 2007 to May 2011

## **Skills**

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- Restaurant experience
- Microsoft Outlook
- Cash Handling (7 years)
- Powerpoint
- Word
- EHR Systems (1 year)
- Merchandising
- Medical terminology
- Customer service
- Sales
- Microsoft Word (10+ years)
- 60 wpm (6 years)
- Cash register
- Teaching
- Organizational skills

- Computer literacy
- Time management
- Cosmetology (3 years)
- Nail Care
- Supervising experience
- Logistics (1 year)
- Customer Service (7 years)
- Event Planning
- Microsoft Excel
- Communications (4 years)
- Communication skills
- Guest services
- Baking
- Cash handling
- CPR (Less than 1 year)
- Administrative Experience
- Microsoft Office
- Early Childhood Education
- Computer skills
- Mobile devices
- Childcare
- Toddler Care
- Windows (10+ years)
- Phone etiquette
- Typing
- CSS
- Makeup Application
- POS
- Retail sales
- Front Desk (1 year)
- Hospitality
- Retail Sales
- Microsoft Office (10+ years)
- Mentoring
- Training (2 years)
- Hairstylist
- Publisher (1 year)

## Certifications and Licenses

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### **Cosmetology License**