

Lynsey Nielsen
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OBJECTIVE

A position at an Elementary school where I can become an exceptional teacher, and will be challenged to become better in everything I do.

SUMMARY OF QUALIFICATIONS

- Excellent interpersonal skills and etiquette.
- Strong analytical and organizational skills.
- Great with children
- Software: All Windows operating systems, Microsoft Word, Word Perfect
- Typing: 50 WPM
- Strong Customer Service skills, very outgoing.

PROFESSIONAL EXPERIENCE

PROCESSOR

Red Rock Mortgage Inc

- Processed loans from start to finish
- Performed customer service by handling a multi line phone system and taking care of customer needs

PROCESSOR

Mountain States Mortgage

- Perform basic processing
- Helped in funding department

WAITRESS

Barbary Coast

- Served customers with a good and friendly attitude
- Responsible for meeting customer's needs in a professional manner

SHIFT LEADER

Blockbuster

- Responsible for managing shift, supervising and taking care of customers
- Responsible for filing shipping and receiving
- Solved customer issues
- Team building and the setting and achieving of goals

CUSTOMER SERVICE REPRESENTATIVE

Trendwest

- Provided information to customers through phone calls
- Worked on commission sales calls
- Used organizational skills to set up appointments for customers

EDUCATION

- Grand County High School *Diploma received*
- Taylor Andrews Academy of Hair Design *Cosmetology license*
- Salt Lake Community College *currently enrolled – expected graduation 2014*