Trudy Saxon

HIGHLIGHTS OF QUALIFICATIONS:

Organized and Dependable; Notary; Patient listener who fully focuses on detail;

Knowledge of general and legal office procedures; Accustomed to handling sensitive confidential information;

Maintain a positive attitude, and enjoy helping people; Ability to look at challenges as opportunities.

RELEVANT EXPERIENCE:

20+ years clerical experience, including Customer Service and Call Center;

Familiar with Banner Student Information System;

Cooperatively work as a team to meet, produce and deliver obligations;

12 years experience Data Entry; Service and communicate with clients in person, verbally and written;

Collect premium payments from clients and post payments into data entry system.

Technical Skills:

Microsoft Office: Word, Excel, Power Point, Access, Outlook; Banner Systems; Customer Service Manager;

Accurate and rapid keyboarding skills; Average typing of 50 wpm; Data Entry using 10-key and keyboard.

CAREER HISTORY:

Mar 2014 – Present	University of West Georgia, Carrollton, GA 30118
	Call Center Associate – Casual Labor
Mar 2013 – Mar 2014	American Family Insurance, Carrollton, GA 30117
	Licensed Agent Assistant / Customer Service Representative
Aug 2006 – Mar 2013	Cotton States Insurance, Villa Rica, GA 30180
	Licensed Agent Assistant / Customer Service Representative
Jul 2004 – Aug 2009	Honda Lock America, Bremen, GA 30110
	Quality Assurance Team Leader

EDUCATION:

May, 1985	Benjamin Russell High School – High School Diploma
	Alexander City, Al
Sept, 1985	Central Alabama Community College
	Alexander City, Al