



Samantha Scott

Hardworking customer service representative focused on completing work quickly and efficiently to consistently exceed target. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

Experience

FEB 2022 – CURRENT

Booking Agent/The Eco Plumbers, Hilliard, OH

- Handled continuous flow of daily inbound and outbound calls with consistency and positive attitude.
- Documented information from callers to update records and keep notes current and accurate.

NOV 2021 – FEB 2022

Administrative Assistant/Kohl's, Hilliard, OH

- Processed correspondence, documents, and reports to support clerical staff.
- Assisted associates with training, job tasks, and creating a positive culture in the workplace.

MAY 2021 – OCT 2021

Barback/TopGolf, Hillsboro, OR

- Responded to special requests promptly to boost customer satisfaction.
- Cleaned bar areas and replenished supplies to support timely service.

OCT 2020 – DEC 2020

Seasonal Associate/Kohl's, Hillsboro, OR

- Completed assigned tasks with little or no supervision.
- Embodied company mission and values through honesty, integrity, and high-quality performance.

AUG 2020 – OCT 2020

Housekeeper/Holiday Inn Express, Hillsboro, OR

- Ensured cleanliness and sanitation of all rooms and areas in a timely manner.
- Determined team targets and implemented plans to achieve goals at individual and group level.

JUN 2018 – MAY 2020

Aviation Administration/U.S. Navy, Oak Harbor, WA

- Organized and maintained tracking and logging of 7 EA-18G aircrafts in complex computer systems as well as hard copy files.
- Reviewed publications to understand each task and plan the correct sequence with great attention to detail.

Skills

Data Management • Critical thinking • Excellent time management skills • Basic Computer Skills • Attention to detail •

Education

MAY 2018

High School Diploma/Reynoldsburg High School

CURRENT – JUL 2023

BA in Creative Writing and English/Southern New Hampshire University Online

- Currently attending Full-Time while maintaining a 3.801 GPA.