

# Christine Bailey

221 Union St Neenah, WI 54956 | 920-228-0473 | [cmb4ks@gmail.com](mailto:cmb4ks@gmail.com)

## Professional Skills

- Self-starter – Able to take on tasks on my own and see them through to completion
- Personable – Always looking to meet new people and build business relationships
- Confident – Never one to shy away from a challenge because I am able to learn new skills
- Ambitious – Ready to prove myself again and show my abilities

## Work Experience

**Restoration Specialist**, Wisconsin Industrial                      Appleton, WI  
November 2016 to December 2016

- Removed items damaged by fire or flood such as carpet, flooring, and drywall
- Cleaned entire rooms or items
- Followed procedures for the use of chemicals and equipment to prevent damage to items
- Steam clean or shampoo carpets

**Laborer**, IQ Resources    Appleton, WI    April  
2016 to October 2016

- Assembled plastic crates for shipping car parts
- Performed quality checks on products
- Kept work area clean by sweeping and removing any debris
- Packaged finished products and prepared them for shipment

**Customer Service Rep**, Atterro    Appleton, WI  
January 2016 to April 2016

- Completed contract forms, prepared change of address records, or issued service discontinuance orders, using computers
- Resolved billing complaints by performing activities like exchanging merchandise, refunding money, or adjusting bills
- Helped customers trouble shoot issues with security systems
- Took payments for monthly bills

**Maintenance**, Anytime Fitness    Appleton, WI    December  
2014 to December 2015

- Cleaned equipment multiple times daily
- Made sure equipment was in working order throughout the day
- Cleaned windows, counters, and fixtures as well as maintained bathrooms'/locker rooms

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- Made sure supplies were always fully stocked for best customer experience

**Multiple Roles**, PB&J RV Repair  
2010 to December 2014

Greenville, WI

June

- Worked one on one with customers to help design living quarters
- Cleaned Trailers that were being fixed
- Worked with suppliers to order parts
- Completed all warranty work for the shop including submitting and tracking progress