

Feather Tovey

Saint Joseph, MO 64501

feathertovey2_5ky@indeedemail.com

(816)294-1596

Authorized to work in the US for any employer

Work Experience

Caregiver

CareGivers - Saint Joseph, MO

April 2021 to Present

Receptionist

Habitat For Humanity - Saint Joseph, MO

October 2018 to Present

- Answering phone calls.
- Greeting clients.
- Overseeing the office budget.
- Assist in preparation of events.

Operations Manager

The Results Companies - Saint Joseph, MO

February 2016 to Present

- Retain customers with satisfactory results
 - oversee high-level HR duties, such as attracting talent and setting training standards and hiring procedures.
 - analyze and improve organizational processes, and work to improve quality, productivity and efficiency.
 - Team building skills. Ensuring the caller has the overall best customer experience.
 - Real time monitoring of sales metrics, adherence, occupancy, attrition
- * I have also been in the role of a supervisor as well as a customer service representative.

Aide Assistant

MERIL - Saint Joseph, MO

February 2017 to June 2019

Assisted with meals, hygiene, errands, cleaning.

Sales Associate

Sam's Club - Saint Joseph, MO

August 2015 to February 2016

- Understand policies, prices, contracts, and plans (Verizon, AT&T, and Sprint)
- Activate Cell Phones, Basic Set-Up, Accessories,
- Take inventory and restock shelves.

Education

High school or equivalent in still undecided

Missouri Western State University - Saint Joseph, MO

August 2015 to May 2016

Lafayette High School - Saint Joseph, MO

August 2011 to May 2016

Skills

- Very determined, success driven, active listener, communication, customer service, computer skills, leadership, management skills, sales experience and problem solving skills.
- Management Experience
- Sales Experience
- Receptionist
- Scheduling
- Filing
- Billing
- Cash Handling
- Data Entry
- Phone Etiquette
- Microsoft Outlook
- Microsoft Word

Assessments

Attention to Detail — Highly Proficient

October 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.