

# RACHEL-TAYLOR WALTON

---

1308 Vienna Woods Dr, Cincinnati, OH 45211

Ph: 513-225-1726

tayloroneill2012@gmail.com

## Professional Summary

---

Service-oriented Customer Relations Personnel with 5+ year background in Customer Service. Core competencies include great problem solving skill, active listening as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

## Skills

---

- Clerical
- Computers and Electronics
- Reading Comprehension
- Customer and Personal Service
- Active Listening
- Critical Thinking
- Time Management
- Judgment and Decision Making
- Service Orientation
- Telecommunications

## Experience

---

*Secretary*

*Jan 2010–Present*

*Oneills Exclusive Services – White Lake, Mi*

- Make photocopies of correspondence, documents, and other printed matter.
- Draft and type office memos.
- Prepare and process payroll information.
- Prepare purchase orders and expense reports.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

*Self Employed*

*Jun 2005–Jan 2010*

*Taylor Daze Inc – Cincinnati, Oh*

- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

## **Education**

---

*Associate of Arts : Nursing*

*Jun 2016*

*University Of Cincinnati – Cincinnati, Oh*

*High School Diploma*

*May 2002*

*Purcell Marian High School – Cincinnati, Oh*