

Brittney Blackburn

130 Gridley St. Hamilton, NJ 08610 - (609)577-6992 - bd3300@live.com

Career Overview

Dedicated Customer Service Representative motivated to maintain customer satisfaction and to contribute to company success.

Core Strengths

- Strong organizational skills
- Active listening skills
- Energetic work attitude Dependable
- Dependable

Accomplishments

Worked with company systems such as AS400, Webstar and Live Support to diligently complete all assigned tasks, working overtime as needed.

Work Experience

New Jersey Realty, LLC

Real Estate Assistant

Monroe Township, NJ

Helped a top producing Real Estate Agent with marketing and solicitation of new business. Constant communication with all current and prospective clients. Maintained and updated a data Base with all client information. Computer input of all new listings, constant up to date of all listings/sales information. Prepared closing and listing packages. Helped with organization of events for Broker's Open House, Open House to the public.

Brown & Bigelow

Customer Service Representative/Billing

Woodbridge NJ

Worked closely and proficiently with Sales Representatives to fill orders and to maintain 100% accuracy when completing orders. Entering all orders through the AS400, following up with orders through constant communication with vendors, customers and Sales Representatives. Working closely with vendors to maintain all orders were handled and dealt with in a timely fashion as well as making rush orders a priority and proficiently accurate. Vouching all invoices and maintaining up-to date invoice payments and billing.

Halo Branded Solutions

Account Coordinator

Worked closely and proficiently with a top Account Executive doing researching, quoting and presentations. Proficient in Word, Excel and Power Point. Entered orders with accuracy through Webstar. Following up with orders through constant communication with vendors, customers and Account Executive.

Education

Howell High

High School Diploma: Basic

Farmingdale, NJ