

# Brenda Fallon

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816-244-4205



2102 Oscar St Joseph, MO 64505

## Objective

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- A position in which would enable me to use the skills and experience i have acquired

## Employment History

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09/07-present

### City of St Joseph

Animal Care Specialist

- Treating and vaccinating all animals to prepare them for adoption.
  - Providing good customer service on a day to day basis.
  - Taking care of all building maintenance.
- Proficient in various specialized computer programs and web design.

12/04-09/07

### USA 800

St Joseph, MO

Customer Service Rep

- Duties to include but not limited to making online reservations, providing customer service, order taking, data entry, billing, technical support, accounts recievable and payable. Interacted daily with clients to assure customer satisfaction.

## Education

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1999

### North Mercer R-3

Mercer, MO

Bachelors of Science with a focus in Editing Resumes

- General Studies with a 3.3 GPA on a 4.0 scale
- Honor Society

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**Key Words**  
customer providing day skills taking  
experience not technical order  
animals

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