

# CUSTOMER SERVICE RESUME

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(843)-204-5645

Andrew.Blackiv@gmail.com

*Customer Service Representative with over 5 years of experience in telephone customer service, including sales, tech support, and customer care. Familiar with major customer service software, conflict resolution, and possess a positive attitude. Aiming to use my proven skills to effectively fill the managerial role in your company.*

## PROFESSIONAL EXPERIENCE

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### **SATELLITE TV CO.** *Customer Care Specialist*

**Mt. Pleasant, SC**  
*September 2010 – Present*

- Handle 90+ calls daily, with duties including signing up new customers, retrieving customer data, presenting relevant product information, and cancelling services
- Trained two new employees in how to use Kayako, entering customer data and organizing customer interaction logs
- Received an average 85% customer satisfaction rating to date, 15% higher than company average
- Research complicated cases without prompting to provide more comprehensive service to customers
- Suggested a new tactic to persuade cancelling customers to stay with the company, resulting in a 5% decrease in cancellations

### **SCOTTRADE** *Customer Service Intern*

**Boston, MA**  
*September 2009 – 2010*

- Memorized entire line of company products & services, including prices and special discounts
- Provided basic technical support for clients on a wide range of company products, resolving issues at a 90% rate
- Remained courteous and calm at all times, even during moments of intense customer displeasure
- Learned how to use Kayako and Zendesk customer service software, as well as Parcel Audit to track shipments and report on movements
- Awarded "Fastest Learner" award during the first month of intern training

## EDUCATION

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### **BOSTON UNIVERSITY** *Marketing Candidate, June 2009*

**Boston, MA**

- GPA 3.6/4.0
- Dean's Scholarship Recipient

## ADDITIONAL SKILLS

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- Software: Zendesk, Kayako, and Parcel Audit
- Experience with Microsoft Office – Word & Excel
- Excellent communication skills with a focus on customer service
- 70WPM Typist

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**VM Jensen**



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## **Table of Contents Resume Template Deal Customer Service**

1. Understanding the eBook Resume Template Deal Customer Service
  - The Rise of Digital Reading Resume Template Deal Customer Service
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Deal Customer Service
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Resume Template Deal Customer Service
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Deal Customer Service
  - Personalized Recommendations
  - Resume Template Deal Customer Service User Reviews and Ratings
  - Resume Template Deal Customer Service and Bestseller Lists
5. Accessing Resume Template Deal Customer Service Free and Paid eBooks

- Resume Template Deal Customer Service Public Domain eBooks
- Resume Template Deal Customer Service eBook Subscription Services
- Resume Template Deal Customer Service Budget-Friendly Options
- 6. Navigating Resume Template Deal Customer Service eBook Formats
  - ePub, PDF, MOBI, and More
  - Resume Template Deal Customer Service Compatibility with Devices
  - Resume Template Deal Customer Service Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Resume Template Deal Customer Service
  - Highlighting and Note-Taking Resume Template Deal Customer Service
  - Interactive Elements Resume Template Deal Customer Service
- 8. Staying Engaged with Resume Template Deal Customer Service
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Resume Template Deal Customer Service
- 9. Balancing eBooks and Physical Books Resume Template Deal Customer Service
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Resume Template Deal Customer Service
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Deal Customer Service
  - Setting Reading Goals Resume Template Deal Customer Service
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Deal Customer Service
  - Fact-Checking eBook Content of Resume Template Deal Customer Service
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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