

Jessica Claire

Professional Summary

Experienced professional with a strong background in customer service and sales. Skilled in managing teams, developing training programs, and implementing operational improvements. A proven track record of increasing efficiency and customer satisfaction.

Work History

Customer Service Representative
ABC Company, Inc. | 2015 - Present

Handle incoming and outgoing customer inquiries via phone, email, and social media. Resolve complex issues and provide exceptional customer service. Train and mentor new team members. Develop and implement operational improvements to increase efficiency and reduce costs.

Education

Bachelor of Science in Business Administration
University of California, Berkeley | 2011 - 2015

Skills

- Customer Service
- Team Management
- Training & Development
- Operational Efficiency
- Problem Solving

Certifications

- Customer Service Certification
- Leadership Certification
- Project Management Certification

VS

GERARD ALLEN

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Summary of Qualifications

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