

# CUSTOMER SERVICE RESUME

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*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

### 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

### BOSTON UNIVERSITY

*Marketing Candidate, June 2009*

**Boston, MA**

- GPA 3.6/4.0
- Dean's Scholarship Recipient

## ADDITIONAL SKILLS

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

# Resume Template Latest Customer Service

**Bob Adams Publishers**

## **Resume Template Latest Customer Service:**

*CONGRATULATIONS! YOU'RE HIRED* Mrs.K.Anu Indravathi, For interview etiquette remember to arrive on time dress professionally maintain good posture make eye contact and offer a firm handshake Be attentive listen actively and answer questions concisely Express gratitude at the end and follow up with a thank you email Avoid distractions like phones and be mindful of body language Overall showcase professionalism and enthusiasm throughout the interview **Knock 'em Dead**

**Resumes** Martin Yate,2016-11-04 A killer resume gets more job interviews **Success from the Start** Debra Koerner,2013-03-22 Rely on Success from the Start for the inspiration and practical business guidance you need to enjoy a long and rewarding career in massage therapy Business naivet is one of the primary reasons massage therapists leave the profession The author has written this text to provide you with the business skills you need to envision and then launch a successful career Set yourself on your path to success right from the start **Senior High School Work Immersion**

**Module** Mr. Berhn Vincent C. Dosdos, MST,Mr. Earl Niño B. Ledesma, MPA,2020-09-01 The work immersion program as mandated in Deped memorandum circular no 30 says that one of the goals of the K 12 Basic education Program is to develop learners the competencies work ethic and values relevant to pursuing further education or joining the world of work This subject will provide learners with opportunities 1 To become familiar with the work place 2 For employment simulation 3 To apply their competencies in areas of specialization applied subjects in authentic work environments This book is divided into three parts Chapter 1 is the understanding of work immersion expected behavior and work ethic necessary in the simulation Chapter II is the appreciation of work credentials as it is one of the vital prerequisites in the Philippine Work settings Thus teaching the best practices in any work fields Chapter III contains the documents related to work immersion and forms necessary in the immersion of students **Small Business** Vishal K. Gupta,2021-07-14 Small Business Creating Value

Through Entrepreneurship offers a balanced approach to the core concepts of starting managing and working in a small business An ideal textbook for undergraduate courses in small business management and entrepreneurship the book offers a student friendly pedagogical framework that blends foundational research on small business with the real world practice of business ownership Relevant examples are provided throughout the text bringing key concepts to life while providing a realistic view of what it takes to create a successful and sustainable small business Organized into five streamlined sections a small business overview paths to small business ownership financial and legal issues ways to grow a small business and discussion of the Entrepreneur's Dilemma the text offers a diverse range of relatable examples drawn from both actual businesses and from depictions of entrepreneurship in popular media Each clear and accessible chapter features discussion questions mini case studies further reading lists and color visual displays designed to enhance the learning experience and strengthen student engagement and comprehension **Careers in Healthcare and Beyond** Evelyn Lee,2021-07-28

According to the U S Bureau of Labor Statistics some of the fastest projected job growth will occur in the healthcare

healthcare support and personal care fields which accounts for almost one third of the total employment growth by 2020 Analysts suggest that the healthcare field is growing because of the long term trends of an aging population and improved diagnosing and treatment options Additionally technology advances in telemedicine and telehealth are allowing elderly patients to remain in their homes as they age even though their health needs are increasing All these advances and changes to payment structures are fueling the employment growth opportunities in healthcare This book is intended for someone curious to learn more about a career in healthcare but not certain if it is right for them or if the industry would be a good fit for them For the person who is already interested in pursuing a career in healthcare it provides added excitement to continue on this path For the person who is less certain it explores in a narrative format the unique opportunities that are available in healthcare and career options that are not obvious to the general public It is designed to provide added insights and stories that will inspire one to learn more about the field of healthcare and the many opportunities to consider It will encourage readers to explore ways to gain hands on experience to determine what is the best approach for them to take to start this journey This book is also intended for those who currently work in healthcare but may be considering a different job in the field

**Occupational outlook handbook, 2010-11 (Paperback) ,1990 THE BIG BOOK OF JOBS 2012-2013**

McGraw Hill,2011-08-12 Up to date authoritative job information from the most trusted source the U S Department of Labor Does your resume tell employers what they really need to know Which fields are showing the most growth opportunity What is a realistic salary for the job you want Whether you ve recently earned a degree decided to change careers or reentered the workforce after an extended absence is the guide you need to make the right decisions the first time around The Job Seekers Guide provides expert advice on Choosing a career path Building career management skills Researching careers in the information age Writing effective cover letters and polished resumes The Occupational Outlook Handbook offers the latest statistics on Working conditions Employment trends and outlooks Training qualifications and advancement Salary ranges

**101 Best Resumes to Sell Yourself** Jay A. Block,2002-04-30 Explains how to organize information on employment history education and skills into a resume that effectively markets a person s abilities and includes sample resumes for jobseekers in a variety of fields *Graduating Engineer & Computer Careers ,2004* **Job Search and Career Checklists** Arlene S. Hirsch,2005 Job Search and Career Checklists will contain 101 checklists 1 to 3 pages *HTML Complete Concepts and Techniques* Gary B. Shelly,Thomas J. Cashman,Denise M. Woods,1999 Part of the highly successful Shelly Cashman series this text leads the user through a clear step by step screen by screen approach to learning HTML Readers learn how to create a Web page using HTML format the page add graphics and more with this exciting new text **Resume Writing and Interviewing Techniques that Work** Robert R. Newlen,2006 Starting a career as a librarian moving or looking for a new job Robert Newlen offers this brand new comprehensive resource as a guide to get you through every step of landing the ideal library job Detailed guidance for authoring attention grabbing cover letters the most important part of

any application package will help you capture that administrator's attention and get your resume and application read

Monster Careers Jeff Taylor,Doug Hardy,2004 Provides a step by step process for implementing an aggressive career search that includes job winning resumes and cover letters mastering the interview and negotiating job offers **Careers in Focus** Lee Jackson,Leona Jackson,2003 Highlights career profiles of successful professionals in various occupations

**Lexis-Nexis for Law Students** Steven Emanuel,1995 *Peterson's MBA Programs* Peterson's (Firm),2006 Detail on accredited MBA programs in the U S and Canada **Dallas/Ft. Worth JobBank, 1996** Bob Adams Publishers,1995-08

**Autocar** ,1999 *Adweek* ,1999-10

The book delves into Resume Template Latest Customer Service. Resume Template Latest Customer Service is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Resume Template Latest Customer Service, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
  - Chapter 1: Introduction to Resume Template Latest Customer Service
  - Chapter 2: Essential Elements of Resume Template Latest Customer Service
  - Chapter 3: Resume Template Latest Customer Service in Everyday Life
  - Chapter 4: Resume Template Latest Customer Service in Specific Contexts
  - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Resume Template Latest Customer Service. The first chapter will explore what Resume Template Latest Customer Service is, why Resume Template Latest Customer Service is vital, and how to effectively learn about Resume Template Latest Customer Service.
3. In chapter 2, the author will delve into the foundational concepts of Resume Template Latest Customer Service. The second chapter will elucidate the essential principles that need to be understood to grasp Resume Template Latest Customer Service in its entirety.
4. In chapter 3, this book will examine the practical applications of Resume Template Latest Customer Service in daily life. The third chapter will showcase real-world examples of how Resume Template Latest Customer Service can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Resume Template Latest Customer Service in specific contexts. This chapter will explore how Resume Template Latest Customer Service is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Resume Template Latest Customer Service. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Resume Template Latest Customer Service.

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### **Resume Template Latest Customer Service Introduction**

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project

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web how to prepare a workout log record the date and bodyweight the first information that should be written down is the date of the session and your create a plan secondly the workout log sheet should outline your workout routine for the day the plan ought to show track your sets next keep

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