# CUSTOMER SERVICE RESUME

3423 Whitney Blvd., Mt Pleasant, SC 29466 (843)-204-5645 Andrew.Black@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

# SATTELITE TV CO.

Mt. Pleasant, SC

Customer Care Specialist

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

Boston, MA

Customer Service Intern

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

# **Customer Service Job Description For Resume Objective**

**David Franklin Noble** 

# **Customer Service Job Description For Resume Objective:**

Real-Resumes for Customer Service Jobs Anne McKinney, 2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to The Career Change Resume Karen Hofferber, Kim Isaacs, 2003-03-22 Written by the official resume potential employers advisers to Monster com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source Empower Your Job Search with AI Chatbots Mindscape Artwork Publishing, Mauricio Vasquez, 2024-02-14 Struggling to navigate the job market Unlock the power of artificial intelligence AI to fast track your career search and land your dream job Seeking the ultimate job hunting gifts or job search motivation Picture a 24 7 personal career coach to guide your job search journey What if your coach could craft standout resumes optimize your LinkedIn prep you for interviews and much more This book is your AI powered personal job search coach to transform your job hunt It includes prompts for budgeting health dimension change management self discovery elevator speech LinkedIn networking cover letters resumes interviews communication skills job offer negotiation career management and more Inside You Will Find 1 136 POWERFUL PROMPTS it s an innovative tool crafted to transform your job search Merge AI power with practical strategies to save time and boost your odds of securing your dream job Mosbv's **Pharmacy Technician - E-Book** Elsevier Inc, 2014-12-25 Completely revised and rebuilt to correspond to the latest Pharmacy Technician industry standards Mosby's Pharmacy Technician Principles and Practice 4th Edition includes all the information on pharmacy practice anatomy and physiology math calculation and pharmacology you need to prepare for a successful career as a Pharmacy Technician This approachable text includes new chapters on Medication Safety and Error Prevention and Communication and Role of the Technician with the Customer Patient along with new information on the latest pharmacy laws HIPAA USP 797 and much more With its clear writing expert insight and engaging study tools you will be able to develop a better understanding of the complex pharmaceutical content you need to pass the PTCB examination

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**Boomers' Job Search Guide** Saundra Marling, Jill Pfaff Waterbury, 2006 This guide covers the ten primary aspects of the job search focused on specific information for the over 50 worker It includes examples of resumes and letters inspirational quotes lists of employers that target older workers and a listing of traits the older worker is selling Careers Job Opportunities

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