Kathy Celestine

Customer Service Representative

kathycelestine⊚example.com Cambridge, MA 978-487-3342

LinkedIn - https://www.linkedin.com/in/kathy-celestine/ Twitter - https://twitter.com/kathycelestine/

PROFESSIONAL SUMMARY

A professional with over 5+ years of experience in Sales, Tech Support and Customer Service Skills. Recognized as the #01 Customer Service Rep in 2019 and 2020 respectively. Increased the sales growth of the company by 8% ssing Lead Generation and Sales Tracking Methods.

WORK EXPERIENCE

Customer Service Representative California Marketing Group - MI, USA Jan 2018 - Jun 2021

- Handled 100+ calls daily and served their queries with proper solutions.
- Received an average customer satisfaction rate of around 95%, which is 10% higher than the company average.
- Increased sales by 25% over the targeted total sales in 2020 by providing a professional service to customers.
- Trained 10+ Junior Customer Service Representatives on how to handle customers over the phone.

Client Service Representative Digital Library - NY, USA Mar 2016 - Dec 2017

- Set up new clients to use online internet portal for ordering.
- Developed client relationships and received multiple complimentary emails of exemplary service.
- Maintained professional relationships with client contacts to ensure top-noteh customer service was delivered.
- Performed client service functions including execution of daily financial transactions, issue/problem resolution, client education and account maintenance.

Inbound Customer Service Agent Draper - UT, USA Invalid date - Invalid date

- Answered all customer calls promptly and professionally.
- Documented and update customer records based on interactions.
- Work as a team player and uphold the company's standards of professionalism and integrity.

EDUCATION

Bachelor In Business Management Manhattanville College - New York

Jan 2012 - Dec 2015

SKILLS

- Active Listening
 Problem Solving
 Decision Making
 Empathy
 Tolerance
- Computer Skills
 Microsoft Office Suite
 LiveChat
 Zendesk
 Problem Solving
- Language Skills
 Negotiation
 Persuasion Skills
 Typing
 Mathematics

CERTIFICATES

- Certified Customer Service Professional (CCSP) (Jul 2021)
- Certified Customer Experience Professional (CCEP) (Nov 2018)

Customer Service Representative

Resume Example by: cresuma.com

Customer Service Representative Resume Sample

JL Elias

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higher education using effective job search techniques handling employer objections being overqualified writing resumes and letters handling job interviews working for the federal government and much more **Proven Resumes and Confidence** Best Resumes and Letters for Ex-Offenders Wendy S. Enelow, Ronald L. **Builders** Regina Pontow, 1996 Krannich, 2020-10-15 Finding a good job is the best way to quickly transform one s life That s especially true for ex offenders with red flags in their backgrounds Knowing employers are reluctant to hire them many ex cons face rejections and lose hope Indeed lacking job search smarts from properly writing resumes networking for job leads and acing job interviews many go from one dead end job to another and then back to prison For many their odorous rap sheet becomes their resume The good news most ex offenders ARE employable Indeed each year thousands of ex cons find rewarding jobs that change their lives They discover many employers are willing to give them a second chance But these job seekers must first communicate their qualifications to prospective employers through powerful resumes and letters the most important step for getting a job interview Best Resumes and Letters for Ex Offenders is the first book to address the unique job search challenges facing ex offenders as they prepare to communicate their qualifications to employers Written by two of America's leading career experts this book is jam packed with the latest information tips strategies and examples of what you must do in order to get the critical job interview It includes 25 things you must know about resumes 35 writing mistakes you should avoid 19 frequently asked questions and expert advice Step by step resume writing instructions 40 examples of 2 types of winning resumes 8 types of job search letters 42 examples of effective letters you should write Resume and letter evaluation forms Resume writing worksheets 400 action verbs and personality descriptors Re entry resources and digital skills for ex offenders Follow the principles tips and examples outlined in this book and you too will join the growing ranks of ex offenders who have transitioned from rap sheet to resume They began changing their broken lives by finding a good job You ll guickly discover that a well crafted resume and letter can open the doors of employers Best of all you ll get interviewed and hired because you organized an effective job search according to the many principles outlined in this special book 5 star unsolicited reviews of first edition on Amazon com Excellent book Highly recommended Worth every penny A must for ex offenders Great tips for including prison experience without lying Winning Resumes Matthew Greene, 1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn't cut it anymore It's too vaque too bland and too lackluster It won't sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you ll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There's so much you can copy or adapt **Expert Resumes for Career** Changers Wendy S. Enelow, Louise Kursmark, 2010 The down economy has prompted millions of people to consider changing

jobs or industries to stay employed A major obstacle these people face is to write a resume that effectively connects their skills and experience to new opportunities Expert Resumes for Career Changers shows people who are transitioning from one career to another how to do just that This book features a collection of outstanding professionally written resumes designed for people transitioning into a new career In addition to 180 pages of sample resumes this book provides winning job search strategies sound resume writing advice and tips for creating and using electronic resumes New content for this edition includes completely updated resumes a new chapter on writing cover letters and a collection of cover letter samples

Writing Effective Resumes Jeffry Richard McCabe, McCabe, 1993 The No-pain Resume Workbook Hiyaguha Cohen, 1992 Writing a resume doesn t have to be a stressful event This guide contains fill in the blank forms for each component of the resume with much of the wording already provided Writing a resume has never been easier Includes sample resumes and cover letters plus an optional mail in fax in critique and typesetting service Cartoons graphics and quotations throughout **Electronic Resumes** James C. Gonyea, Wayne M. Gonyea, 1996 Easy to use package explains the basics of on line multimedia video and audio resumes Resumes That Work Deluxe Mcp, Susan Ireland, 1999-02 Expert Resumes for Computer and Web Jobs Wendy S. Enelow, Louise Kursmark, 2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive Missouri Register Missouri. Office of the Secretary of State, 1992 Every Woman's Essential Job Hunting & Resume Book Laura Morin, 1994 Bestselling career book author Morin provides dozens of proven resumes and cover letters the latest strategies for women in today s tough job market the 25 hottest careers for women today and other advice for succeeding in today s workplace Vault. Career Guide to Pharmaceutical Sales & Marketing Carole Moussalli, 2006 Get the inside scoop on pharmaceutical sales careers with this new Vault Guide Overview of the industry functions in pharmaceutical sales field sales sales management training and development instructional design content development project management jobs and career paths getting hired education interview preparation and more Adweek ,1994 Vols for 1981 include four special directory issues

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