

Damien Smith



Call Center Representative

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|--------------------|--|------------------------------|---------------------------------|
| Address | 143 Main Ave, New York, New York, 10026, United States | Phone | 890-555-0401 |
| Email | email@example.com | Date / Place of birth | 05/10/1973 / New York, New York |
| Nationality | USA | Driving license | Full |

01 PROFILE

Professional and personable Call Center Representative with 7 years of experience handling inbound and outbound calls for telecom and retail companies.

02 EMPLOYMENT HISTORY

01/2015 – 11/2017

Call Center Representative at Comcast

Houston, TX

Comcast is an American global telecom conglomerate. As a Call Center Representative, I work on a team of 70 people and am responsible for answering inbound customer calls. My daily activities include:

- Answering approximately 200 inbound customer calls per day in a friendly and courteous manner
- Discussing billing issues with the customer and offering possible solutions
- Providing information on additional products and services
- Following the conversational script provided by Comcast and keeping the customer calls to under 10 minutes
- Escalating customer calls to my supervisor, if needed

01/2014 – 01/2015

Call Center Agent at 1800 Flowers

Houston, TX

1800 Flowers is a floral and gourmet foods gift retailer and distribution company in the United States. As a Call Center Agent, I worked on a team of 15 people and was responsible for both inbound and outbound customer calls. My daily activities included:

- On average, answering 40 inbound customer calls during a shift
- Taking orders, inputting orders into our proprietary system, and providing customers with their order numbers and approximate delivery date
- Making outbound customer calls to inform customers when there would be a delay in their delivery date or if there was an issue with payment processing
- Discussing billing issues with the customer and offering possible solutions
- Escalating customer calls to my supervisor, if needed

03 EDUCATION