

# Jessica Claire

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

## Professional Summary

I am a highly motivated and personable Customer Service professional with over 10 years of experience in offering excellent customer service in varying capacities.

## Skills

- Strong written and oral communication
- Problem solver/ critical thinker
- Superb interpersonal skills
- Flexible
- Training and mentoring
- Sales
- Excellent customer service skills
- Technology (MS Office, Google G Suite, Google Slides, Powerpoint, Go React, Zoom, , Social Media, Canvas)
- Ability to work independently

## Work History

**English Language Arts Teacher**, 01/2019 - 01/2020

**Bridgeport Public Schools** – Bridgeport, CT

- Performed manual data entry.
- Create and manage systems for tracking large amounts of data.
- Mentorship
- Conducted evaluation reports on Special Education students to track progress for conferences with parents and admin.
- Completed in-service and additional training to maintain professional growth, including HIPPA.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Cultivated relationships with parents for complete support network.
- Observed colleagues and offered constructive criticism for best practice.
- Worked 55+ hours a week.

**Guest Teacher**, 10/2018 - 01/2019

**Oak Park Unified** – Oak Park, CA

- Developed and implemented classroom routines to address varying student needs.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Participated in department meetings to provide input to colleagues about student achievement and improvement.
- Worked 25-30 hours per week.

**Customer Service Supervisor**, 01/2011 - 01/2015

**Mckesson Corporation** – Gahanna, OH

- Exceeded team goals and collaborated with staff members to implement customer service initiatives.
- Evaluated interactions between associates and customers to assess personnel performance and customer satisfaction.
- Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.
- Daily transactions of utility payments, store returns, Ticket Master ales, payroll, money order sales, cashier closeout accounts, store closing accounting.
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.
- Managed store call volume of 200+ calls per day, directing them to appropriate departments.
- Managed customer complaints
- Assessed and authenticated customer exchanges, voids and returns.
- Managed complex transactional and emotional customer situations promptly and professionally while meeting service commitments.

**Law Clerk**, 01/2009 - 12/2010

**San Joaquin County, Ca** – Stockton, CA

- Assembled case materials for more than 100 cases by organizing, summarizing and collecting documents, information and evidence.
- Used dictaphone and Microsoft Office to transcribe legal documents and letters.
- Administrated databases containing client information and vital data to facilitate office operations.
- Drove quality control efforts by minimizing downtime and maximizing efficiency to increase revenue.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Directed incoming calls to internal personnel and departments, routing to best-qualified department.
- Assisted in administrative duties for office team, including making phone calls, copies and schedules.
- Resolved customer problems and complaints.

## Education

**Bachelors of Science: Secondary Education**, 12/2017

**Bowie State University** - Bowie, MD

- Minored in English

**Bachelor of Arts: English Language And Literature**, 12/2010

**University of Maryland** - College Park, MD

- Minored in Business Administration