

Robert Smith

Business Representative/Coordinator.

PERSONAL STATEMENT

Customer Service Representative with over years of experience with telephone sales overseeing representatives Supervisor in call center experience.

WORK EXPERIENCE

Business Representative/Coordinator.

ABC Corporation - December 2012 - October 2014

Responsibilities:

- Resolved issues before it became claims and become claims, settle them before went to arbitration.
- Represented television performers through contract enforcement and interpretation.
- Helped to foster relationships with members, agents, attorneys both representing members of production and studios.
- Resource for members and entertainment professionals seeking to expand their knowledge and understand television contracts.
- Navigated through the grey areas seeking to give consistent answers and rulings.
- Helped production management to figure out their production costs.
- Created an internal training manual to assist clerical staff with processing forms more efficiently.

Business Representative

ABC Corporation - 2009 - 2012

Responsibilities:

- 28270 Design cost effective telecom solutions for small to medium sized businesses.
- Consultation and sales efforts to introduce new voice and data products.
- Identify and qualify leads for referral to marketing.
- Create proposals and/or presentations to close the sale.
- Respond to incoming calls to retain and grow existing revenue.
- Professional and technical advice on voice and data products to ensure customer satisfaction..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Human Resources Management Certificate.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Excel,
Powerpoint, Word, Cash
Handling, Training, Office
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)