

Pancho Carmelo

San Bernardino, CA
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Best Contacted By Email.

WORK EXPERIENCE

Sales Representative

College Bound Network - Phoenix, AZ - September 2013 to March 2014

Responsibilities

Assisted Cx with finding Employment

- Assisted Cx with Furthering Their Education

Accomplishments

One accomplishment for my self at this Establishment was Being able to assist Cx with finding the right Employment due to their Standards.

Another accomplishment for myself at this Establishment was assisting this Cx with finding the right School for them to Further their Education based on What kind of work the Cx was looking for.

Skills Used

- Dependable
- Punctual
- Team player
- Over 3 Years experience in Customer service.
- Problem solver
- Reporting skills
- Customer focused
- Good verbal communication skills

Customer Service Representative

Iqor Call Center (Metro PCS) - Phoenix, AZ - May 2012 to February 2013

Responsibilities

Handle the CX issue with Their Mobile Device

- o Trouble shoot Mobile Phone Technical Issues
- o Handled Cx Billing (Payments, Problems)
- o Handled all calls in a Professional Manners

Accomplishments

Holding this Position some of my Accomplishments were Satisfying the Cx Needs as well As Resolving the Cx Issue they might of had in a Professional Manner.

Skills Used

Communicative Skills

Customer Service Skills

Multitasking By Handling Multiple acct.

Being able to Focus on the Cx Needs while Working on Several Open Screens

Customer Service

Circle K - Tempe, AZ - August 2011 to January 2012

Responsibilities

Customer Service Representative

- Assisted Cx with Their Daily Purchases
- Kept the Establishment Clean at all Times to make it more Presentable for the cx Comport
- Stocked the store with Products after Store Hours in Preparation for The Next Day.

Accomplishments

I furthered my knowledge in Customer Service by Dealing with cx in a Professional Manner.

Skills Used

- Dependable
- Punctual
- Team player
- Over 3 Years experience in Customer service.
- Problem solver
- Reporting skills
- Customer focused
- Good verbal communication skills

Caregiver

Linnans CareTaking - San Bernardino, CA - July 2006 to July 2011

Responsibilities

Assisted Patient with His Daily Life

- o Cleaned Patient Out Daily, Mornings & Evenings
- o Bathed & Clothed Patient
- o Washed & Prepared Bed linen
- o Prepared Meals for Patient (Breakfast – Dinner)
- o Ran Daily Errands for Patient

Accomplishments

I was able to assist with a Making Better Life style for my Patient who was a quadriplegic.

Skills Used

I was very professional with Taking on this opportunity. Showed Lots of Empathy & Sympathy to My Patient. I also had to have Lots of Patience when dealing with a Position as Such.

EDUCATION

In Progress in Business Management

San Bernardino Valley College - San Bernardino, CA
2007 to 2009

HighSchool Diploma in General Studies

San Bernardino High School - San Bernardino, CA
2003 to 2007

SKILLS

• Dependable • Punctual • Team player • Over 3 Years experience in Customer service. • Problem solver • Reporting skills • Customer focused • Good verbal communication skills