

FlexJobs Sample Resume #3: Multiple Jobs with One Company

SUSAN TOSCADERO

City, ST Zip | 123.456.7890

POSITION TITLE APPLYING

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PROFESSIONAL SUMMARY

Enthusiastic, proactive, and solution-driven **Position Applying** possessing comprehensive experience providing remote customer technical support within distributed team environments. Highly qualified to drive superior client satisfaction and brand loyalty through inbound and outbound channels. Reputed expertise in resolving complex situations and creating memorable customer experiences.

CORE STRENGTHS

Technical Support | Customer Service | Computer and IT | Analysis | Functionality | Operating Systems | Remote Issue Identification | Timely Resolution | Up to Date | Documentation | Pattern Recognition | Internet Savvy
Attention to Detail | Detailed Workflows | Multitasking Multiple Windows and Programs | People Skills

PROFESSIONAL EXPERIENCE

COMPANY NAME | REMOTE

03/2015 - Present

Job Title

05/2018 - Present

- Mention any promotion or positive reason for job change within company
- Accomplishment
 - Tasks are what you've done. Accomplishments are what happened because of your tasks.
 - As you would in an interview, use the [STAR method](#) to turn a task into an accomplishment.
 - Write about the **Situation**, **Task**, **Action**, and the **Result**.
 - What were the results of each of your tasks? What was accomplished because you completed that task? What goals did you reach? Who was helped? What was improved? How did the company benefit as a result of you doing that task?
- Accomplishment

Job Title

03/2015 – 05/2018

- Mention any promotion or positive reason for job change within company
- Accomplishment
- Accomplishment

TECHNOLOGY

Remote Collaboration Tools: Zoom, Google Workspace (Chat, Hangouts, Drive), GoToMeeting, GoToWebinar, Dropbox

Document Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Drive (Docs, Sheets, Slides)

Specialized: Salesforce, Cisco Catalyst, LAN, AD, SCCM, VMware, vSphere, NIST, RMF, Remedy

Skillfully adopting new technology quickly and independently

CERTIFICATIONS

Certification Relevant to Position Applying, Name of Entity Certification Was Received From

123456

EDUCATION

Bachelor of Science: *Information Communications Technology*, Name of University, City, State