

Nathan DuGue

Contact

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Education

Notre Dame College
Cleveland Ohio
Majoring in Management
Information System
GPA 2.7

Key Skills

Communication skills
Computer skills

Objective

My primary objective is to support the functioning of business operations by assisting, coordinating, and ensuring exceptional customer service. I aim to create a positive and productive work environment by being a great team player, with great communication skills.

Experience

May 20,2022-Present

Customer service and front desk, clerical work • Faveur &Company

Responsible for daily opening and closing. Assist in welcoming clients. Answer phone calls, respond to inquiries, schedule appointments and resolve issues. Collect payments and assist clients with the completion of all necessary forms

March 2020-April 2022

Door dash occasionally

Deliver Food and take care from various restaurant when customers place an order, picking up and delivering food.

Responsibilities: overseeing daily operations, managing staff, ensuring compliance with banking regulations, and providing exceptional customer service. Also responsible for analyzing financial data, identifying trends, and developing strategies to improve the bank's performance.

Communication -Communicate well with people.

Ability to monitor and respond to incoming messages and calls.

Ability to build, monitor and maintaining clients records.

Leadership

Successfully led office with excellent customer service skills

References

Available upon request

