

EXAMPLE RESUME

Phone: (615) 537-1036 | Email: support@cpresumes.com

Web Address: www.cpresumes.com

SUMMARY OF QUALIFICATIONS

Experienced and dedicated professional, demonstrating solid interpersonal, communication, and problem solving skills. Adept at providing exemplary customer service...

- ◆ Customer Service
- ◆ Data Entry/Accuracy
- ◆ Administrative Support
- ◆ Shipping/Receiving
- ◆ Strategic Negotiation
- ◆ Team Building/Leadership
- ◆ Relationship Building
- ◆ Record/File Maintenance
- ◆ Staff Training/Coaching
- ◆ Sales Techniques/Strategies
- ◆ Client/Vendor Relations
- ◆ Performance Evaluation
- ◆ Presentation Development
- ◆ Team Collaboration
- ◆ Problem Solving

CORE COMPETENCIES

- Responding to customer inquiries and resolving all problems while ensuring the delivery of excellent customer service through fast and accurate order processing.
- Add more here...

PROFESSIONAL PROFILE

Company Name ▪ *Atlanta, GA*

Oct. 2009 – Present

- ◆ Responsibilities here...

EDUCATION HISTORY

Albany State University ▪ *Albany, GA* ▪ B.S. in Criminal Justice (May 2007)

TECHNICAL SKILLS

Proficient in MS Office (Word, Excel, & PowerPoint)
Customer Relationship Management (CRM) Software