Nykos Davis

**277 Water Street**

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**(508)513-7572**

# Objective:

Seeking a customer service representative position where I can use my experience and communication skills to provide a positive experience to the customers in your company.

# Qualifications and Skills

* [Active Listening Skills](https://zety.com/blog/active-listening-skills) [Time Management](https://zety.com/blog/time-management-skills)
* [Interpersonal Skills](https://zety.com/blog/interpersonal-skills) Complaint Resolution
* Excellent [Communication](https://zety.com/blog/communication-skills) [Problem Solving](https://zety.com/blog/problem-solving-skills)
* [Organizational Skills](https://zety.com/blog/organizational-skills) [Critical Thinking Skills](https://zety.com/blog/critical-thinking-skills)
* [Decision Making](https://zety.com/blog/decision-making-skills-resume) Attention to Detail
* MS Excel, PowerPoint, Word Microsoft Office Skills

# Experience

May 2017 - present

***IKEA Stoughton -*** Prep & Flow Coworker/Driver

* Completes shipments - processing and loading orders.
* Processes requests and supply orders
* Enforces inventory controls
* Provides quality service by following organization standards
* Completes reports by entering required information
* Contributes to team effort by accomplishing related results

## June 2015 - May 2017

## ***Texas Roadhouse****-* Line Cook

* Sets up and stocked food items and other necessary supplies.
* Prepared food items and sauces.
* Cooked food items to specified recipes and standards.
* Maintained cleanliness and complied with food sanitation requirements

## June 2014 - June 2015

## ***Dunkin’ Donuts*** Crew member, Cashier

* Greeted customers, recorded orders and served food and beverages with a positive attitude
* Communicated effectively with team members and customers
* Resolved guests’ concerns and complaints professionally

# Education

Massasoit Community College

## Lisle Senior High School - High School Diploma

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