

Service Administrator Service Administrator PT/OT Tech Winston-Salem, NC Service-oriented professional seeking a patient services representative position where my clerical and customer care expertise will be fully utilized. Authorized to work in the US for any employer Work Experience Service Administrator Leith Toyota - Raleigh, NC June 2015 to Present \* Exhibits excellence in a role requiring the ability to handle a variety of customer service and administrative tasks and the skills to resolve customer issues with expediency \* Collects the total retail charges from the customer in cash, checks or authorized charge accounts \* Demonstrates proficiencies in professional telephone and front-desk reception within a high-volume environment \* Ability to calm distraught customers by researching and rapidly solving problems in an effort to rebuild client trust to prevent the loss of key accounts. Systems Operator Cree, Incorporated - Durham, NC January 2013 to June 2015 \* Ability to work effectively individually or within a team environment \* Displayed close attention to detail and noticeable ability to think outside the box \* Exercised great communication and interpersonal skills \* Compiled and processed Cree system data for better accessibility and effectiveness Physical and Occupational Intern Pennybyrn at Maryfield - High Point, NC August 2012 to December 2012 \* Exemplary team player responsible for assisting clients and maintaining safe and clean working environment \* Demonstrated confidentiality by protecting clients information \* Ensured safe and responsible operation of equipment by completing preventive maintenance requirements Personal Trainer Greensboro College - Greensboro, NC January 2012 to April 2012 \* Designed specific exercise and fitness programs based on client's fitness tests and personal goals \* Provided weekly follow-up regarding client's progress \* Analyzed research articles and distribute evidence-based exercise techniques to assist clients to increase their exercise performance Education Bachelor of Science Greensboro College - Greensboro, NC December 2012 Skills CUSTOMER SERVICE (2 years), RECEPTIONIST (2 years), RETAIL SALES (1 year), CASHIERING (2 years), EXCELLENT MULTITASKER (10+ years) Additional Information Skills Customer service expert, knowledge of cashiering, excellent communication and organizational skills, ability to manage multiple simultaneous tasks and prioritize accordingly, and customer confidentiality

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