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# CHRISTIE MILLER

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## PROFESSIONAL SUMMARY

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Customer Service driven individual with a patient ability to multi-task, schedule meetings, problem solve, manage daily functions and uphold a high level of customer service

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## SKILLS

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- Project planning
- Filing and data archiving
- Proficient in customer service
- Works well as part of a team
- Excellent planner and coordinator
- Time management
- Appointment setting
- Articulate and well-spoken
- Customer service-oriented
- Energetic, friendly and enthusiastic
- Personable
- Resourceful
- Natural leader

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## WORK HISTORY

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**Assistant Project Manager**, 06/2014 to Current

**Carrera Homes** – Atlanta, GA

- Coordinate all meetings between the developer and third parties/vendors
- Manage calendars for all job-sites
- Perform administrative and office support activities for all superintendents
- Attend vendor/third parties meetings when needed
- Field and allocate phone calls and mail
- Correspondence between client and superintendent

**Private Club Server**, 08/2010 to 06/2014

**The Private Club at Chops** – Atlanta, GA

- Provided a high level of customer service to club members on a daily basis
- Responsible for intensive food and beverage knowledge
- Worked as a team with other servers, bartenders, kitchen staff and management to ensure smooth and enjoyable service

**Associate**, 09/2006 to 01/2009

**Williams-Sonoma** – Alpharetta, GA

- Answered questions regarding the store and its merchandise.
- Greeted customers and ascertained customers' needs.
- Helped customers with questions, problems and complaints in person and via telephone.
- Trained and served as a peer coach for new sales associates.

**Lien Release Specialist**, 08/2004 to 10/2007

**Fidelity** – Alpharetta, GA

- Opened and sorted all mail
- Prepared loan documents
- Packaged and mailed loan documents to borrowers
- Data entry

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## EDUCATION

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**Bachelor of Science**: 2013

**Georgia State University** - Atlanta, GA

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## AFFILIATIONS

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Volunteer, Atlanta Lab Rescue

Member, Atlanta Track Club