Christie Miller

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|  | **Customer Relationship Manager Profile** |  |
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Highly motivated and customer-oriented professional skilled at delivering administrative and exceptional customer service. Ability to interact with customers to address inquiries, resolve issues, and ensure prompt service delivery, leading to improved retention and satisfaction levels. Team player with strong interpersonal skills and potential to communicate at all levels within the organization along with a capacity to establish strong working relationships with key stakeholders, peers, and executives.

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| * Strategic Planning * Complaint Resolution * Customer Satisfaction | * Building Relationships * Team Building & Training * Effective Communication | * Inventory Control * Regulatory Compliance * Operations Oversight |

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|  | **Career Experience** |  |
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**Assistant Project Manager**, Carrera Homes, Atlanta, GA 6/2014 to Present

Organize and attend meetings with vendors and third parties to provide excellent services to customers and maintain daily operations. Promote office efficiency while managing a diverse array of administrative tasks, such as quickly responding and allocating phone calls to concerns authority. Maintain effective coordination between the developer and third parties/vendors to accomplish desired targets. Manage calendars, while ensuring unhindered operations.

* Would you be kind enough to share any key contributions?

**Private Club Server**, The Private Club at Chops, Atlanta, GA 8/2010 to 6/2014

Addressed and resolved complex issues to ensure satisfaction and retention. Collaborated with cross-functional teams to streamline day-to-day operations for the achievement of bottom-line results. Uncovered new business generation opportunities by delivering exceptional services to club members.

* Confirmed the swift resolution of customer issues to preserve customer loyalty while complying with company policies.

*Additional Experience: Associate for Williams-Sonoma | Lien Release Specialist for Fidelity*

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|  | **Education** |  |
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**Bachelor of Science** | Georgia State University - Atlanta, GA

**Affiliations,** Volunteer, Atlanta Lab Rescue, Member, Atlanta Track Club