*RESUME*

Regine Phillip

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**Objective:** Customer service representative

**HIGHLIGHTS OF QUALIFICATIONS**

•Expert knowledge and abilities in written communication

•A patient listener who fully focuses on speakers and understands a variety of accents

•Organized and detail-oriented; knack for understanding procedures and logistics

•Strong skills in time management, prioritizing tasks and meeting deadlines

**RELEVANT EXPERIENCE**

**Communication and people skills**

•Consistently maintain a positive attitude and enjoy helping people

•Articulate and very effective working with people of different backgrounds and temperaments.

•Accurately record, remember, and verbally communicate detailed information.

•Exceptional command of the English language with strong written and transcription skills.

•Cooperatively work with others to produce and deliver required work.

**Organization and Time Management**

**•**A problem solver who quickly grasps complex situations and turns them into manageable tasks.

•Produce quality work even when under extreme pressure and deadlines

•Proven ability to understand and follow complex instructions to successful conclusions

•Years of experience successfully managing time and organizing personal time and workload.

•Collaborate in teams to produce quality reports.

**Technical skills**

**•**Very accurate keyboarder.

•Work with technical vocabularies from a variety of fields.

**EDUCATION AND CERTIFICATIONS**

Southern Community College, San-Fernando 2012-2013

Maths-2

English-2

Literature-2

Chemistry-3

Physics-3

**WORK HISTORY**

*Charus Clothing Store Ltd Princes Town-2010-2011*

Job Description- Sales Clerk

*Pennywise Cosmetics Ltd Princes Town-2011-2012*

Job description- Sales Clerk / Counter clerk / Cashier/ Assist in answering telephone

*Persads Supercentre Princes Town -2012*

Job Description- Cashier

*Motor One Insurance Company Ltd Princes Town*

Job Description- Customer service Representative/ Telecommunications

**PERSONAL INFORMATION**

Date of Birth- 09.02.1994

Religion-Christian

Contact Information-375-5818/294-8030 or E-mail at [amikadrakes@gmail.com](mailto:amikadrakes@gmail.com)

Your consideration of me joining your company will be greatly appreciated and I look forward to hearing from you soon.