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Objective

I wish to obtain a position, in the upstate of SC, leading to advancement opportunities in customer service, management or customer relations, utilizing my skills and knowledge in these activities. I have more than ten years Customer Service and Management experience.

Work Experience

Sykes, Greenwood, SC

Tier II Technical Support Representative – 01/2011 – 09/2011

- I assisted corporate admins with Blackberry Administration Service.

HH Gregg, Anderson SC

100% Commission Retail Salesperson – 10/2009 – 7/2010

- I sold electrical home entertainment equipment in a retail store.

Cross Country Home Services, Anderson, SC

Customer Service Representative - 7/2008 – 10/2008

- Assisting home owners with the processing of home warranty claims.

Anderson Independent Mail, Anderson, SC

Universal Customer Service Representative – 4/2008 - 6/2008

- I assisted carriers and subscribers with newspapers delivery issues.

Teletech, Greenville, SC

Customer Service Representative - 10/2007 - 1/2008

- I was assisting UPS shipment customers and recipients.

Duke Energy Carolinas, LLC, Greenville, SC

Universal Customer Service Representative - 5/2005 - 9/2007

- I assisted customers with monthly invoices and moves of electric service.

MCI, Greenville, SC

Universal & Business Customer Service Rep - 9/2002 - 5/2005

- I assisted customers with monthly invoices and communications services.

Additional Info

I am an experienced manager and customer service representative, and management with direct customer contact. I am interested in filling that position with your Company. I know I would be an asset to any company. Thank you for viewing my resume for your serious consideration. In my recent positions I learned to be effective in managing personnel through motivation, encouragement, education and teamwork. As a representative of your Company, I would focus on customer satisfaction while observing company standards and proper work ethics. I appreciate your timely consideration and I look forward to speaking with you personally very soon.