

**John Doe**

123 Main Street, Hometown, State, 12345

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**Objective**

A highly motivated and experienced individual seeking a position in a respected company where I can use my skills in customer service and teamwork to contribute success. I am looking forward to excelling in a team environment while developing new skills.

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**Work Experience****Sales Associate | BigStore Inc. | Hometown, State**

June 2018 - Present

- Worked with customers to help them find the right products to meet their needs.
- Managed cash registers and processed transactions quickly and accurately.
- Increased monthly sales quotas by 15% by upselling additional products.
- Collaborated with team members to maintain store displays and restock shelves.

**Customer Support Representative | TechSolvers | Hometown, State**

March 2016 - May 2018

- Provided phone and email support to customers having technical issues.
  - Handled complaints and resolved issues with minimal supervision.
  - Assisted in the training of new employees to improve overall team performance.
  - Always ensured customer satisfaction, even when complex problems were presented.
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**Education****Hometown High School | Hometown, State**

Graduated: 2015

- Honor Roll (2013-2015)

**State University | Hometown, State**

Major: Business Administration (Incomplete)

Attended: 2015 - 2017

- Took several key courses including Marketing 101 and Financial Accounting
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## **Skills**

- Customer Service
  - Teamwork and Communicating
  - Time Management
  - Microsoft Word, Excel, PowerPoint
  - Ability to multitask in fast-paced environments
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## **Certifications**

- Certificate in First Aid (Expired in 2019)
  - Advanced Excel Certification (2016)
  - Customer Service Award from BigStore Inc. (2019)
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## **References**

Available upon request.