

Ava King

Seattle, WA • (206) 906-7014 • ava.king62@example.com • [linkedin.com/in/avaking62](https://www.linkedin.com/in/avaking62)

Target Field: General / Other

PROFILE

Customer Support Specialist with experience in General / Other. Comfortable working with teams to get projects done and support day-to-day operations. Looking to grow impact in a fast-paced environment.

EDUCATION

University of Wisconsin
B.A. Economics

Washington, DC
2018 — 2022

- Activities: student org member

EXPERIENCE

Customer Support Specialist — Ridgeway Operations

New York, NY | Jun 2023 — Present

- Supported execution and kept tasks organized across multiple stakeholders.
- Helped maintain reporting and basic analysis to track progress against goals.
- Improved documentation and created templates to make work more consistent.

Administrative Assistant — Northwind Support

Chicago, IL | Jul 2021 — May 2023

- Supported execution and kept tasks organized across multiple stakeholders.
- Helped maintain reporting and basic analysis to track progress against goals.
- Improved documentation and created templates to make work more consistent.

General / Other Assistant — HarborPoint Group

Miami, FL | Jun 2019 — Jun 2021

- Supported execution and kept tasks organized across multiple stakeholders.
- Helped maintain reporting and basic analysis to track progress against goals.

PROJECTS

Vendor & Invoice Tracker

- Set up a tracker for invoices and vendor status to prevent missed payments.
- Provided weekly status updates to leadership.

Customer Support Playbook

- Built macros and knowledge base articles to standardize responses.
- Partnered with stakeholders to address top recurring issues.

SKILLS

Skills: Customer support, Vendor coordination, Process improvement, Basic data reporting, Documentation, MS Office / Google Workspace, Organization, Ticketing systems, Scheduling

Certifications: Lean Basics (Workshop), Google Workspace Admin (Basics)