

Jeffrey Maslowski

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OBJECTIVE

To continue advancing in the field of Information Technology

EDUCATION

Bachelor of Science in Computer Information Systems December 2014, W. P. Carey School of Business at Arizona State University, Tempe, AZ.

EXPERIENCE

- | | |
|---|-------------------|
| Tech Support Specialist, Revana Inc, Tempe, AZ | Oct 13 to Oct 14 |
| <ul style="list-style-type: none">• Customer Service with business owners and SEO Representatives• Navigate multiple systems to troubleshoot issues• Business correspondence with select cases as well as coworkers• Track personal stats to ensure daily, weekly, and monthly goals | |
| Telesales Associate, Stream International, Phoenix, AZ | Aug 12 to Sept 13 |
| <ul style="list-style-type: none">• Outbound calling to clients• Build rapport and reach each individual to assess needs• Customize product to meet each person's own desires and needs• Tracked sales in CRM | |
| Student Worker, ASU Bookstore, Tempe, AZ | Aug 08 to Sept 08 |
| <ul style="list-style-type: none">• Assisted customers with finding orders• Organized and distributed pre-ordered book lists | |
| Sales Associate, JC Penney, Goodyear, AZ | May 07 to Sept 07 |
| <ul style="list-style-type: none">• Assisted customers in finding products• Processed transactions on cash register• Reconciled opening and closing balances• Mentioned in customer survey for excellent support | |
| Sub Manufacturer, Port of Subs, Avondale, AZ | May 06 to Aug 06 |
| <ul style="list-style-type: none">• Completed customer orders• Operated cash register | May 05 to Aug 05 |
| Office Assistant, Office of Research and Sponsored Projects Administration, Tempe, AZ | Oct 05 to May 06 |
| <ul style="list-style-type: none">• Entered budget information into database and spreadsheets• Filed miscellaneous memos and papers• Copied budget printouts and distributed to accounting department | |

TECHNICAL KNOWLEDGE

Microsoft Word, Excel, Project, Visual Studio, PowerPoint, and Access