



# John Doe

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Arlington, GA 39813 ◆ 555 555 5555 ◆ example@example.com

## Professional Summary

Knowledgeable Customer Service Representative with problem-solving abilities capable of building customer rapport. Effectively handles customer concerns with clear communication and patience. Able to take on various tasks at a customer-focused environment.

## Work History

### **Customer Service Representative, 06/2020 to Current Macy's – Arlington, GA**

- Offer buying advice to customers to ensure product satisfaction.
- Increase sales by 30% using upselling and cross-selling tactics.
- Solve common customer concerns and escalate the situation to management if needed.

### **Customer Service Representative, 11/2018 to 05/2020 Levis Strauss & Co – Arlington, GA**

- Located products in the store and placed orders of out-of-stock items.
- Responded to customer requests for products, services and brand information.
- Educated customers on promotions, increasing sales by 15%.

### **Cashier, 08/2017 to 10/2018 Shake Shack – Abbeville, GA**

- Balanced the till upon completion of each shift, solving any discrepancies.
- Answered questions about store policies and addressed customer concerns.
- Used POS system to enter orders and process payments.

## Skills

| Technical            | Communications       |
|----------------------|----------------------|
| Microsoft Suite      | Complaint resolution |
| Programming (Python) | Sales expertise      |

## Education

| Degree            | School | Year |
|-------------------|--------|------|
| Associates Degree | PCCC   | 2014 |

| Degree           | School | Year |
|------------------|--------|------|
| Bachelors Degree | NJIT   | 2017 |