

Richard Chavarria
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Chandler, AZ

SKILLS AND QUALIFICATIONS

- ***Willing to take on additional responsibilities and challenges
- ***Works effectively as a team member
- ***Phone Literate
- ***Excellent Customer Service
- ***Professional Known for making managerial decisions, using discretion and processing highly confidential information
- ***Very good with Phones and Technology
- ***Good at Repairing cell phones
- ***I'm a very fast learner
- ***Friendly Customer Service
- ***Knows Office 365

EDUCATION

Penn Foster High School | Scranton, PA, 18515
High School Diploma

PROFESSIONAL EXPERIENCE

Nexusop- Call Center/ Customer Service

January 2017 - December 2018

- ***Make sure that customer are happy with service and resolve their problems
- ***I took over around 35 to 50 calls a day

Advantage Solution - Customers Service/Sales **November 2016 – June 2018**

- ***Helps Customers
- ***Sales my Products

- *Help my coworkers

Ellyness Construction

February 2014 - December 2016

- *Remodeled bathrooms,kitchens
- *Make sure we did the jobs correctly for the clients

Alvarado Hot Dogs- Cashier/cook

August 2012 – June 2013

- *Make the food
- *Translated
- *Clean up the station
- *Cashier

Wanpon- Newspaper boy

February 2012 – July 2012

- *Delivered newspaper door to door
- *Made sure that finished on time

God Creation- Landscape

April 2012 – June 2012

- *Cleaned the yard and made sure that it was cleaned perfectly
- *Cleaned for Business
- *Put the tools away
- *Make sure the clients are Happy with the work I did

