1. Used critical thinking to break down problems, evaluate solutions and make decisions.
2. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
3. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
4. Used coordination and planning skills to achieve results according to schedule.
5. Identified issues, analyzed information and provided solutions to problems.
6. Adhered to social distancing protocols and wore mask or face shield at all times.
7. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
8. Used Microsoft Word and other software tools to create documents and other communications.
9. Led projects and analyzed data to identify opportunities for improvement.
10. Created plans and communicated deadlines to ensure projects were completed on time.
11. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
12. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
13. [Type] hardware proficiency
14. Offered friendly and efficient service to all customers, handled challenging situations with ease.
15. Resolved problems, improved operations and provided exceptional service.
16. Proved successful working within tight deadlines and fast-paced atmosphere.
17. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
18. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
19. Exceeded goals through effective task prioritization and great work ethic.
20. Carried out day-day-day duties accurately and efficiently.