



# 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
Programing (Python)	Sales expertise

## Education

Degree	School	Year
Associates Degree	PCCC	2014
Bachelors Degree	NJIT	2017