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| 213 W. Evergreen Avenue, Somerdale, NJ 08083•856-449-1969•Crystal.OKane@gmail.com | | | |
| Crystal O’Kane | | | |
| Objective | | | |
| To obtain a position within your company working as a Fulfillment Services Specialist | | | |
| Experience | | | |
| May 2011-Present | | Century 21 Hearst Realty | Turnersville, NJ |
| Secretary/Processor  * Answer phones professionally * Assist the Broker of Record * Type contracts * Maintain inventory of listings * Use Microsoft Office and Outlook * Mange the office on a day to day basis * Assist clients in purchasing a new home * Process settlements from beginning to end * Work closely with attorneys and asset managers | | | |
|  | | | |
| October 2009-May 2011 | | Century 21 Hearst Realty | Turnersville, NJ |
| Customer Service Call Center Representative  * Answer phones professionally * Follow-up with Clients through phone calls & e-mail * Set appointments | | | |
|  | | | |
| June 2007-December 2009 | | Kohl’s Department Store | Voorhees, NJ |
| Cashier/Sales Associate  * Cashier * Assist customers * Assistant to Loss Prevention manager | | | |
|  | | | |
| Education | | | |
| September 2007-May 2011 | Camden County College | | Blackwood, NJ |
| Associate’s Degree  * Elementary Education | | | |
| References | | | |
| References are available on request. | | | |