



# 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

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Microsoft Suite Complaint resolution

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Programing (Python) Sales expertise

## Education

Degree	School	Year
Associates Degree	PCCC	2014
Bachelors Degree	NJIT	2017