

Matilda M. Example

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Objective

Achieve a position as a Customer Service Representative where I can demonstrate my exceptional skills in business administration, coaching, operations and facilitation within a positive and professional team.

Summary of Relevant Experience

Customer Service:

Dedicated to the idea that excellent customer service means the customer always receives more than what they expect. Critical listening, conflict-resolution skills and empathy are key

Inventory management:

Methodical approach to inventory control and management using consistent approach to supply tallying, tracking shipment orders and back-stock supplies

Stocking:

Pulling, loading, stacking, lifting, filling, identifying supply needs and demand, organizing and prioritizing work demand

Summary of Skills & Abilities

- Team leadership
- Prepare office correspondence
- Review letters for completeness, grammar and form
- Microsoft Office Suite, all programs
- Office equipment operation
- Online filing
- Coaching
- Conflict resolution
- Customer service
- Inventory management
- Mentoring
- Project development
- Product stocking
- Automotive maintenance
- Welding

Work History

XYZ Farm Sales

Sales Associate/Stocker

Poulsbo, WA

McDonald's

Crew

Bainbridge Island, WA

Education

Kitsap High School

Diploma

- Advanced Auto
- Professional Writing
- Welding
- Basketball
- Softball
- Choir

Small City, WA

