

Jane Doe

✧ Burlington, NC 27217 ✧ 336.00000 ✧ janedoe418@gmail.com

SERVICE PROFESSIONAL

Experienced Customer Service Professional, resourceful and personable, provides prompt, efficient and courteous service in diverse settings. Dependable employee, processing orders accurately and efficiently. Excellent work ethic with a strong desire to excel in progressive, fast-paced environments.

*Communication & Interpersonal Skills . Customer Service . Detail Oriented
Time Management . Cashier . Self-directed & Motivated . Motivational caregiver*

CORE COMPETENCIES

Strong knowledge of Microsoft Office Suite



Provide Superior Administrative Support



Proven Track Record in Meeting Deadlines, Highly
Organized



Time Management Skills



Records & Data Base Management



Process and Procedure Compliance



Exceptional Ability to Follow Complex Policies and
Administrative Procedures



Knowledge of the Internet for Research

EDUCATION/CERTIFICATIONS

Northeast High School,
McLeansville, NC

Argosy University
Sandy Springs, GA
Bachelor of Business Administration

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE

- Managed high volume phone calls on multi-line system while conducting daily operations.
- Maintained payroll, hiring and interviewing various applicants

- Coordinated, prepared and timely filed company reports
- Prepared and renewed eRail badges
 - Vital Signs
 - Foot and Nail Care
 - Specimen Processing
 - Total Care Stroke Patient (Father 10yrs)
 - Medical Transporter
 - Assist with Daily Living Activities
 - Computer Skills

CUSTOMER SERVICE

- Acted as first contact person for individuals with questions or concerns
- Communicated with employees and management on a daily basis to ensure cooperative agreements.
- Conferred with customers by telephone or in person to provide information about services, or obtain details of complaints.
- Kept records of customer interactions
- Contributed to a positive living environment for clients of the home care service
- Provided excellent service to all individuals with which contact was made to guarantee a positive, welcoming experience.
- Assist client with daily goals, daily living, bathing, and becoming independent.

PROFESSIONAL WORK HISTORY

Talmage Companies
Stone Mountain, GA
Office Manager
2014 - 2015

Caravita Home Care
Roswell, GA
Care giver
2013 - 2014

Comcast
Alpharetta, GA
Telesales Agent
2012 - 2013

Maxim Health Solutions
New York, NY
Licensed Practical Nurse
2008 - 2011