

Name

Phone

Location

email

SKILLS AND QUALIFICATIONS

- Three years of experience in an office environment
- Keen eye for detail
- Proficient in word processing and Microsoft Office
- Eager and always willing to learn
- Punctual and organized with reliable time management
- Able to work independently or with a team

WORK EXPERIENCE

Member Services Coordinator

2017-2020

Company name

- Answered emails and phone calls in a timely and professional manner
- Reviewed reports with [important staff member] to verify that payouts were correct
- Prepared documents pertaining to the membership for the [important staff member]
- Implemented spreadsheets into the workflow to ensure that vital data was being captured accurately
- Assisted in sending out bi-weekly email updates to members via MailChimp
- Collaborated with staff to publish a periodical newsletter, including overall design and interviewing members for featured articles

EDUCATION

Bachelor of Arts - Psychology

2014-2016

University

Diploma - Arts and Science

2012-2014

College