

Your Name

Address Line 1

Address Line 2

(000) 000 000

(000) 000 000

(000) 000 000

you@example.com

webpage.url

Experience

Call Center Representative

March 2019 – Current

Phone Management Corporation

- Obtain and confirm customer information such as name, address, and payment method and enter order into various payment systems for more than 20 clients.
- Maintain records of customer interactions or transactions via remote desktop interface and in various systems while multi-tasking.
- Analyze data to determine answers to questions from customers or members of the public.

Deli Associate

June 2017 – Sep 2017

A Convenience Store

- Cooperated with others to ensure customer satisfaction, timing orders of over 100 pieces of chicken for pickup while maintaining standard deli duties.
- Assisted customers at the deli counter by recommending foods and offering packages to best meet their needs.
- Followed all food safety and sanitization procedures established by the company and other regulatory agencies.

Prep Cook

Nov 2013 – May 2016

A Smokey Grille

- Restock kitchen supplies, rotate food, and stamp the date and time on food in coolers.
- Plan work on orders so that items served together are finished at the same time.
- Unlock building and deactivate security systems to begin setting up the restaurant for the day's business.

Skills

- 90 WPM Typing Speed
- Microsoft Dynamics AX
- CSG Billing Systems
- Intellimedia Billing Systems
- Attentive to Detail
- Performs well in changing environments