

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Enter Job Position Here - Company / Location

MONTH YEAR - Present

- Communicated with customers to schedule dog sitting and dog walking sessions based on changing availability.
- Negotiated pay rates for work completed as well as set payment due dates to ensure the client would pay.
- Organized client contact information and used the records as soon as problems arose with the dogs.
- Provided toys and treats to dogs to ensure they had a good time and avoided problematic treats that could have caused health issues.
- Worked with clients to schedule future sessions to work with the schedules of both parties.

Enter Job Position Here - Company / Location

MONTH YEAR – MONTH YEAR

- Answered customer questions about the contents of popular menu items to ensure customers followed their dietary restrictions.
- Offered refills regularly and asked if the customer needed help with any other part of their order.
- Directed customers to the restrooms, dining area, and other important parts of the facility.
- Followed script when taking orders in the restaurant, over the phone, and through the drive-through.
- Helped other coworkers when they got busy with their positions to ensure the restaurant kept operating efficiently.

Project Experience

- Organized customer contact information into a database for easy reference for future contact with the customer.
- Updated response scripts to include new menu items and other specials to help coworkers assist customers.
- Developed a schedule that included essential customer service tasks to complete each day, week, and month.

Education

Associate of Arts- X State Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Able to multitask
- Knows when to ask for help
- Willing to help when possible
- Excellent at time management
- Works well with people

Licenses & Accreditations

Licenses Licenses & Accreditations

- Spanish translation certificate
- Cisco voice certification