

NAME

TITLE

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

Profile

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Experience

Guest Advocate at Target - Company / Location

2021 to present

- Greeted customers and represented the Target brand.
- Assisted customers with finding items and answered questions.
- Handled transactions and returns.
- Maintained a clean and welcoming store.
- Stocked shelves and helped manage the store’s inventory.

Call Center Representative at DialAmerica - Company / Location

2018 to 2021

- Assisted 100+ customers per day with a variety of requests.
- Followed strict quality standards and guidelines for contacting customers.
- Used active listening to understand customers’ pain points.
- Helped brands meet their sales goals by generating leads.
- Applied problem-solving skills to find a satisfactory solution.

Project Experience

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Education

Associate of Science in Business - Columbia Southern University

2018 to 2020

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - Putnam City High School

2014 to 2018

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Comfortable with basic math and payment processing
- Excellent customer service
- Enthusiastic personality and high energy level
- Attention to detail
- Working under pressure

Licenses & Accreditations

Licenses Licenses & Accreditations

- 2019: American Red Cross First Aid Certification