

**Director Of Client Services** 

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## PROFESSIONAL SUMMARY

With a strong background in client services, I bring 2 years of experience in enhancing client satisfaction and optimizing service delivery. My expertise lies in developing effective strategies that align with client goals while leading teams to achieve operational excellence. I am dedicated to fostering strong client relationships and leveraging insights to drive measurable results.

#### WORK EXPERIENCE

#### **Director Of Client Services**

#### Seaside Innovations

🛗 Jun / 2024-Ongoing

F Santa Monica, CA

- 1. Developed and executed client service strategies to enhance customer engagement and satisfaction.
- 2. Managed a team of 6 client service professionals, fostering collaboration and accountability.
- 3. Streamlined operational processes to improve efficiency and service delivery timelines.
- 4. Analyzed client feedback to identify areas for improvement and implement actionable solutions.
- 5. Collaborated with sales teams to align client expectations with service capabilities.
- 6. Prepared regular reports on client satisfaction metrics and team performance.
- 7. Established strong relationships with clients, resulting in increased loyalty and retention.

## **Director Of Client Services**

m Jun / 2023-Jun / 2024

## Summit Peak Industries

**■** Denver CO

- 1. Promoted to lead the Client Services team, overseeing operations in multiple locations.
- 2. Responsible for managing key client accounts, ensuring satisfaction and service excellence.
- 3. Increased overall team performance by implementing structured goal-setting and accountability measures.
- 4. Facilitated communication between departments to enhance service delivery and client satisfaction.

# **EDUCATION**

# Bachelor of Business Administration

m Jun / 2022-Jun / 2023

# University of North Carolina

**♣** Denver, CO

Focused on management and client services strategies.

#### **SKILLS**

Crm Software Proficiency

Client Feedback Analysis

Customer Experience Design

Risk Management

Negotiation Skills

# **INTERESTS**

▼ Woodworking

🔨 Star Gazing

★ Theatre

Architecture

# **STRENGTHS**

▶ Determination

Ambition

✓ Dedication

#### **LANGUAGES**



# Swahili

## **ACHIEVEMENTS**

1 Implemented a new client feedback system, improving satisfaction scores by 20%.

Led a cross-functional team to streamline service delivery processes, reducing turnaround time by 30%.