ROBERT SMITH

Frame Stylist

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SUMMARY

Focused on service be it, customers or fellow workers. Able to handle having a list of things in job requirements and like to be challenged. Welcome constructive criticism.

CORE COMPETENCIES

Human Resources, Customer Service, Optician.

PROFESSIONAL EXPERIENCE

Frame Stylist

ABC Corporation - August 2002 – August 2004

Key Deliverables:

- Helped the patients select eyewear based on their needs and budget while, of course, keeping them fashionable.
- Entered, call in, followed up on orders.
- Confirmed appointments.
- Repaired and adjusted eyewear.
- Trained new contact lens wearers on insertion and removal of contact.
- Keeping available to them if they had any later problems.
- Became the best contact lens trainer.

Frame Stylist

Delta Corporation - 1997 – 2002

Key Deliverables:

- Customer service, answer phones, call clients, measure clients for bifocal glasses,check new glasses for correct prescription, order frames and .
- As my position as a frame stylist, my responsibilities are to communicate with patients on their personal needs to make sure they get the best .
- it was my Responsibility to help a customer become educated regarding what type of eyewear would be most flattering, and functional.
- Would suggest frames, and fit them.
- Also would participate in meeting sales goals by selling prescription sunglasses, spare glasses, or optional features, thus earning commission and .
- Assisted patients in selecting frames, accounts payable and receivable, performed eye measurements, entering patient data into the computer, .
- Customer satisfaction Deposit preparation and delivery Employee training Receive/process shipment Check and record daily voicemail messages Assisted .

EDUCATION

2259 Oak Street, Old Forge, New York, 13420
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- Diploma - 1994(Lane Technical High School - Chicago, IL)

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