

Robert Smith

Service Greeter

PERSONAL STATEMENT

I am looking for a career where I am able to enhance my current skills and to further my career goals. I am dependable, committed, self-starter and a quick learner. My goal is find a career opportunity where I can best utilize my excellent leadership and organizational skills to bring value to a dynamic organization.

WORK EXPERIENCE

Service Greeter

ABC Corporation - February 2006 - July 2009

Responsibilities:

- Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply.
- Welcome members to the facility when they exit the bus or arrive on the lot.
- Direct customers to exit booth, provide local directions and maps and provide return directions where applicable.
- Assist members with questions and concerns to minimize counter visits.
- Communicate customer service issues to management.
- Ensure that hangtag information is completed correctly.
- Maintain clean low mileage fleet mix requirements.

Greeter

ABC Corporation - 2005 - 2006

Responsibilities:

- While working at Buffalo Wild Wings my jobs was to sit each customer in a timely manner.
- Kept track of the floor chart so each server had their own section.
- Entertained the customers while they had to wait for a seat.
- Helped clean tables so there was less time for a customer to have to wait.
- Cleaned and restocked the bathrooms.
- Also made sure all of our customers enjoyed their visit.
- Very energetic and respectful to customers.

Education

- August 2006(Tallahassee Community College - Tallahassee, FL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

computer customer
service learning new
skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)