

# AMELIA MOORE

Rental Coordinator Representative

support@qwikresume.com (123) 456 7899 Los Angeles  
www.qwikresume.com



## PROFESSIONAL SUMMARY

Dedicated Rental Coordinator Representative with two years of hands-on experience in managing rental operations and client relations. Skilled in optimizing inventory processes and ensuring timely equipment delivery. Committed to enhancing customer satisfaction through effective communication and problem-solving, contributing to overall operational success.

## WORK EXPERIENCE

### Rental Coordinator Representative

Pineapple Enterprises

Feb / 2024-Ongoing  
Santa Monica, CA

- 1. Collaborate with Rental Experts and supply teams to fulfill customer needs efficiently.
- 2. Source rental equipment and establish strong business relationships with key suppliers.
- 3. Process customer orders and monitor inventory levels to ensure timely delivery.
- 4. Address supplier payment inquiries and liaise with the accounting department.
- 5. Generate comprehensive weekly and monthly rental reports for management review.
- 6. Assisted in budgeting and financial planning for rental properties.
- 7. Implement strategies to enhance customer engagement and retention.

### Rental Coordinator/Representative

Cactus Creek Solutions

Feb / 2023-Feb / 2024  
Phoenix, AZ

- 1. Assist customers in selecting rental equipment that meets their specific needs.
- 2. Manage incoming calls and process phone orders while providing support to walk-in clients.
- 3. Conduct face-to-face consultations, offering guidance on rental options and products.
- 4. Utilize strong communication skills to foster a positive atmosphere in the showroom.
- 5. Assist in inventory management and ordering supplies for the rental operations.
- 6. Organize and maintain the showroom, showcasing new items and seasonal displays.

## EDUCATION

### Associate of Science in Business Management

Springfield Community College

Feb / 2022-Feb / 2023  
Chicago, IL

Focused on business operations and customer service principles.

## SKILLS

Research Skills



Customer Service Excellence



Advanced Word Processing Skills



Office Management Skills



## ACHIEVEMENTS

- ★ Achieved a 15% increase in customer satisfaction ratings through effective service delivery.
- ★ Streamlined order processing, reducing turnaround time by 20% and enhancing efficiency.
- ★ Developed a customer feedback system, resulting in actionable insights for service improvement.