



AMELIA MOORE

Assistant Support Supervisor

✉ support@qwikresume.com

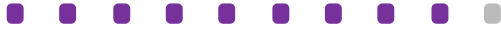
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

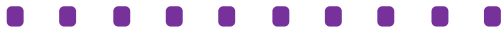
Empathy



Customer Service Management



Staff Development



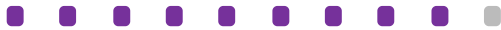
Data Management



Effective Communication



Adaptability



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

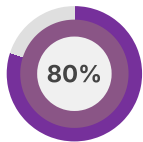
🔗 Pragmatism

🍃 Sensitivity

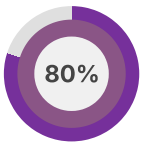
💖 Sincerity

⚓ Stability

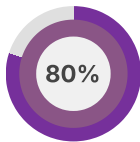
LANGUAGES



English



Spanish



Dutch

ACHIEVEMENTS

⭐ Increased customer satisfaction ratings by 15% through enhanced training programs.

⭐ Successfully managed a team of 5 staff members, improving service delivery efficiency by 20%.

PROFESSIONAL SUMMARY

Enthusiastic Assistant Support Supervisor with 2 years of experience in optimizing customer service operations and enhancing team efficiency. Skilled in implementing training programs and streamlining processes to achieve service excellence. Focused on fostering a collaborative environment that prioritizes both team development and customer satisfaction.

WORK EXPERIENCE

Assistant Support Supervisor

📅 May / 2024-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Worked directly with consumers to enhance their daily living skills and independence.
2. Assisted individuals in managing finances, scheduling, and attending appointments.
3. Ensured a safe, supportive environment while addressing emotional and physical needs.
4. Managed household budgets, encompassing essential needs and resources.
5. Supervised staff providing direct support to individuals, ensuring quality service delivery.
6. Maintained documentation and clerical functions to track progress and improve service quality.
7. Analyzed performance reports to identify areas for improvement and enhance team productivity.

Support Supervisor

📅 May / 2023-May / 2024

Summit Peak Industries

📍 Denver, CO

1. Developed and motivated team members to achieve operational goals.
2. Collaborated with management to implement service improvement strategies.
3. Trained staff on customer service best practices to enhance client engagement.
4. Supported the execution of business objectives through effective team coordination.
5. Monitored service delivery metrics to ensure compliance with company standards.
6. Facilitated team meetings to address challenges and share best practices.

EDUCATION

Bachelor of Science in Psychology

📅 May / 2022-May / 2023

State University

📍 Seattle, WA

Focused on behavioral psychology and team dynamics.