

ROBERT SMITH

Support Team Member I

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Phone: (0123)-456-789

SUMMARY

Friendly and enthusiastic worker with 6 years of specialization in Customer Service. Able to learn new tasks quickly and proficient in growing key customer relationships.

SKILLS

Microsoft Office, Typing, Customer Service.

WORK EXPERIENCE

Support Team Member I

ABC Corporation - July 2013 – September 2013

- Experienced working with adults with disabilities, no supervision, and work as a team player.
- Assisted consumers in hygiene, safety, reading skills, writing skills, and math skills.
- Enjoy being around the staff and consumers of whom work with.
- A better understanding of different types of disabilities and have learned to be more patient with different people and situations.
- Responsible for visual store set up Processed incoming shipments, organized stockroom, and replenished sales floor Assisted management with key store promotions Monitored loss prevention techniques Trained new associates on policies and procedures.
- Receiving Unpacked merchandise, tagged appropriate items with security sensors, and organized products.
- Responsible for merchandising the product according to JCP standards and plans.

Support Team Member

ABC Corporation - 2009 – 2013

- Examined products to verify they met quality standards.
- Tagged parts.
- Followed instructions, written or verbal.
- Maintained cleanliness of assigned area.
- Used computers.
- My accomplishments included I learned what customer service really means and also what team members of a support team we support the customers and also are team mates Knowledge sets include Verbal Communication Skills, Written Communication Skills..
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- N/A in Special Education - 2010(Colorado State University - Pueblo, CO)