

# Robert Smith

## Asst. Support Team Member

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Driven event and sales professional with a proven ability to actively provide exceptional work. Demonstrated aptitude for executing strategies to achieve goals and proficiency in working successfully.

### **SKILLS**

Microsoft Office,  
Confluence.

### **WORK EXPERIENCE**

#### ***Asst. Support Team Member***

**ABC Corporation - March 2015 - October 2015**

##### *Responsibilities:*

- Traveled of the year to different conference show sites to assist attendees in the registration process.
- Received faxes, performed data entry, utilized organizational skills to file and store important documents.
- Participated in and led numerous badge mailings to domestic and international attendees.
- Communicated with attendees directly through email and phone conversations to assist in the registration process.
- Provided relief to the front desk receptionist.
- Served as Acting Coordinator for the companys second-largest conference of attendees.
- Recommended by an immediate supervisor for promotion upon a six-month review.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

#### ***SUPPORT TEAM MEMBER***

**Weissman - Dancewear Solutions - 2012 - 2015**

##### *Responsibilities:*

- On a daily basis, a Support Team Member is responsible for answering all emails that range from order requests to urgent issues in a timely and professional matter.
- Along with emails, this position is responsible for handling new accounts.
- With new accounts, support team members must follow strict guidelines to ensure the business applying is eligible.
- Also, support team members have the responsibility to handle our large order international customers.
- Ensuring their orders are placed accurately, following up with the customer about the order, handling any issue they may have, and keeping their business..
- This is Dummy Description data, Replace with job description relevant to your current role.
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## Education

- 2006(Emmanuel Christian School - Manassas, VA)