

CLIENT NAME

(222) 222-2345 | clientname@gmail.com

Customer Support Specialist

Customer Service | Sales Support | Management Trainee

Energetic, people-oriented professional with excellent listening and communication skills. Respond well to stressful situations and competent in juggling multiple responsibilities. Earned bachelor's degree with emphasis on marketing, communications, and financial planning.

Core Competencies Include:

- Leadership / Team Development
- Positive Relationship Development
- Collaborative Decisions
- Public Speaking
- Employee Management
- Customer Service
- Staff Training
- Issues Resolution
- Time Management
- Event Planning
- Retail Marketing
- Inventory Control
- Critical Thinking
- Consumer Behavior
- Social Media

EDUCATION & LEADERSHIP

BA, UNIVERSITY OF WYOMING

2015

SI GAMMA FRATERNITY | BETA ALPHA

Philanthropy Chair

2013–2014

Served as the special liaison to the University's Greek Life system to unite the Greek organizations for a common philanthropic mission.

Vice President of Membership

2012 – 2015

Led recruiting by reaching out to prospective new members highlighting the benefits of the brotherhood.

EXPERIENCE

AMERICAN BISTRO, Jackson, WY

2013 – Present

Shift Leader / Bartender

Oversee front of house staff to ensure restaurant policies have been enforced and properly executed. Bartending responsibilities include receiving and implementing the customer's orders, which resulted in strong time-management skills as well as customer satisfaction.

INTERNSHIPS

NINTH STREET PUBLIC HOUSE, Jackson, WY

Summer 2015

Marketing and Events Coordinator

Played a pivotal role in establishing social media marketing and developing brand recognition to attract new patrons to the pub.

- Planned and implemented new and recurring events as a promotional tool.

MARTHA JAMES & ASSOCIATES OF AMN HEALTHCARE, Plano, TX

Summer 2014

Sales Support

Assisted representatives in identifying prospects and reaching out to physicians in need of securing new professional opportunities by incorporating interpersonal communication skills.

ELITEBONDS.COM, Jackson, WY

Summer 2013

Sales Associate

Worked closely with Sales Associates in renewals, communicated with existing clients to ensure established businesses remained bonded before expiration dates.