



Overview

- Excellent written and oral communication skills
- Very strong interpersonal skills
- The ability to work under extreme amounts of pressure and meet deadlines for customers.
- Strong book keeping and record keeping
- Proficiency in Microsoft Word, Microsoft Office, Outlook and internet Explorer

Key Words

skills children phone meetings strong
 activities maintain microsoft calls
 preparing

Similar Resumes

Objective

- To obtain a position in customer service, gaining new qualities in the field, with the goal of increasing my skills and exceeding my full potential.

Employment History

01/11-05/12	<p>Richard Portale</p> <p>Personal Assistant</p> <ul style="list-style-type: none"> • Reading, monitoring and responding to emails <ul style="list-style-type: none"> • Preparing travel itineraries • Answering calls and booking meetings • Preparing papers for meetings 	New York, NY
02/08-10/08	<p>Elisabeth Sundstrom</p> <p>Childcare Provider</p> <ul style="list-style-type: none"> • Monitor children while they complete homework offering my help if needed. <ul style="list-style-type: none"> • Engage in outdoor activities and exercise with children • Prepare meals, bathe, clothed and follow a specific bedtime regime. • Pick up and drop off children to school or any other extracurricular activities 	San Bernardino, CA
12/06-1/07	<p>Hollywood Video</p> <p>Customer Service Representative</p> <ul style="list-style-type: none"> • Handle inquiries in customer service • Maintain a presentable workplace • Accountable for inventory • Obligations included display, stocking, and handling money 	San Bernardino, CA
06/07-12/07	<p>Theatrical Arts</p> <p>Telecommunicator</p> <ul style="list-style-type: none"> • Sell drama theater tickets to buyers via phone • Manage paper work as well as high volume phone calls • Maintain an eloquent and vibrant phone conversation 	San Bernardino, CA

Education

2007	<p>Cajon High School</p> <p>Diploma</p> <ul style="list-style-type: none"> • Involved in the AVID program 	San Bernardino, CA
09/07-06/08	<p>Valley College</p> <p>Prerequisites</p>	Colton, CA



