



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



