

Robert Horton

(646) 820-0740
rhoofficial@gmail.com

30 S. Lincoln Drive
Cairo, NY 12413

Objective

To obtain a **Customer Service, General Labor** position.

Highlights of Qualifications

- Outstanding customer service skills; diplomatic and patient with various individuals and organization levels.
- Highly organized, with great attention to detail.
- Very flexible at learning new things.
- Professionally mannered in speaking and strong work ethics.
- Responsible for and overseeing large of amounts of cash and money transactions.
- Computer skills include: MS Office, Open Office and Excel Spreadsheet.

Relevant Accomplishments

As a **Stock Associate, Customer Service Representative** for Walmart:

- Stocking of inventory items in the scheduled department at a rapid pace.
- Immediately attended to the customers needs, inquiries and concerns in regards to products.
- Zoning the scheduled department upon completion of stocking the product to appeal to the consumer for purchasing.
- Restocking items back to inventory that were overstocked onto pallets to be documented.

As a **Customer Service Representative/Sales Executive** for JTI Motors, LLC:

- Participated in the purchasing of new and used automobiles at the car auction for sale.
- Spirited marketing and promotion tactics to draw the attention of the public.
- Interacted in-person with each potential customer in identifying their selection request, detailing all minor or major issues and negotiating deals and offers for the vehicles that appealed to the potential customer.
- Responded to customer inquiry calls, quickly assessing any questions and problems in order to deliver an ideal solution.
- Created contract agreements detailing a customers approval for weekly, bi-weekly or monthly payment options with a secured down payment upon purchasing.
- Employed a calm and professional manner in placing calls to customers who became delinquent in payments to try and come to a reasonable solution.

Work History

2014-2015 **Stock Personnel, Customer Service** Wal-Mart, Hudson, NY

2009-2015 **Customer Service, Sales Executive** JTI Motors, LLC Catskill, NY