

# Tyler Heinle

## Assistant

23 Polo Field Lane - Denver, CO 80209  
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### WORK EXPERIENCE

#### **Customer Service Associate**

Home Depot - Denver, CO - November 2013 to March 2014

##### Responsibilities

Restock merchandise from an overhead storage bay, mix and tint paint, and answer any questions that a customer may have.

##### Accomplishments

Great attendance and punctuality.

##### Skills Used

Problem solving, work with machinery that requires proper handling, and to be on my feet for an extended period of time.

#### **Cashier/Sales Representative**

City Park Golf Club - Denver, CO - May 2013 to October 2013

- Managed the flow of the golf course while addressing any customer questions.
- Answered the phone and correctly recorded tee times and supplied information.
- Worked as a single unit heeding to the needs of our customers but worked with fellow associates with larger projects.

#### **Customer Service Representative**

Dish Network - Denver, CO - January 2013 to May 2013

- Assisted customers in a call center setting.
- Accurately met weekly quotas that included: QA, Call time, Customer satisfaction, and Sales.
- Learned many different situations that could be addressed with customers.

### EDUCATION

Metropolitan State College of - Denver, CO

Arapahoe High School, Dry Creek and University - Centennial, CO

### ADDITIONAL INFORMATION

- Two summers of cashier and customer service experience.
- An aptitude for math and any other technical obligations.
- Well-organized, self-motivated individual with ability to rapidly learn new tasks.
- Proven ability to build strong customer/client relationships.
- Experienced with all Microsoft systems.