

KEVIN VIGIL

CUSTOMER SUPPORT
SPECIALIST

 719-233-7044

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 162 Ranae Drive, Loveland CO,
80537

PROFESSIONAL SUMMARY

I am a seasoned customer support specialist with over 7 years of experience in both face to face and remote customer service. Data Entry, Management, Sales, Billing and CPNI are my areas of expertise.

SKILLS

- Data Entry
- Management
- Microsoft Office/365
- Cash Handling
- Retail Sales
- Retentions
- Billing
- Strong Communication

EXPERIENCE

RISE BROADBAND

Billing Expert

2022-Present

- Educating rural customers on monthly bill
- Help assist less fortunate customers before disconnection
- Take payments while handling sensitive customer information
- Setup customers with online billing

SYNQ3 RESTURANT SOLUTIONS

Customer Service/Orders

2019-2022

- Input orders based on customer given information
- Ensure internal system follows proper flow
- 3-400 calls daily at rapid speed

OGRADYS GAME SHOP AND REPAIR

Customer Service/Orders

2017-2019

- Updating store inventory to match current market pricing
- Repair physical electronics
- Retail Sales
- Management

EDUCATION

HIGH SCHOOL DEPLOMA

Great Basin High School

2007-2008

MICROSOFT OFFICE CERTIFICATION

Clearfield Job Corps

2007-2008