

Nico Meyers

710 Redwood Court
Highlands Ranch, Co 80126

303-505-5714

720-479-5804

PROFILE

- Excels in a fast paced team environment
- Able to complete projects within time constraints
- Recognized for assuming additional responsibilities
- Mature work ethic and values

Professional Tools: Proficient in MS Outlook, Word, Excel and able to learn and understand new software, office systems and computer programs.

PROFESSIONAL EXPERIENCE

Stratus Bldg Solutions
Call Center Representative

February 2013 to present

- Proven ability to make over 100 outbound calls every day to new customers
- Provide ongoing customer service to current clients
- Proficient in providing information and sell items and services over the phone to clients
- Expert in using the company's database software for data entry purposes
- Demonstrated ability to log all notes and follow up information accurately
- Ability to build and maintain good rapport with customers

Target Corporation
Retail Clerk

September 2011-2012

- Retail sales clerk known for great customer service and team player
- Displayed a positive, helpful attitude on a daily basis that was consistently praised by customers and employees alike
- Assist store with stocking, floor sets and opening/closing procedures.
- Operate cash register, scanners and computers to itemize and total customer purchases.