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OBJECTIVES

Responsible and challenging position using and amplifying my experience in customer service and administrative office support, with opportunities to work with others as well as apply my leadership, problem-solving and decision making skills. Multi languages include Arabic Translator and linguists to provide professional translation services if needed and desire position using my business and interpersonal skills.

EXPERIENCE

Global international Investments

Customer Service January 2012-Current

- ☎ Serve customers translating information
- • professionally, accurately, and effectively handle in-bound calls from customers in regards to their issues or concerns.

Geoffrey G.Griffin 507-269-4039

EDUCATION

- • Rochester Community and Technical College Rochester, MN
- John Marshall High School graduate 2010 Rochester , MN

COMPUTER SKILL

- ⑩ ▪ PC literate with working knowledge of MS Office Suite, Mac, IBM, Windows XP, Word, Access, Excel, PowerPoint, Lotus Notes, Networking and Internet
- ⑩ ▪ Have a broad based knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, and preventative maintenance.

LANGUAGES

- ☎ Able to speak and write fluently: Arabic, and English.

VOLUNTEERED WORK

- • Volunteered for Red Cross in Rochester, MN helping local communities children preparing them for school.

NOTES

- • Possess very strong organizational and decision making skills; understand and follow direction; listen; ability to manage a caseload and recall case details; able to maintain confidentiality of information; write reports and prepare routine statistical reports; organize and prioritize work assignments; able to determine the appropriate course of action in emergency or stressful situations; able to communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; Self-starter who can work independently and handle multiple priorities and deadlines; Quick learner who can rapidly master all aspects of job with limited training.