

Thomas Olmstead

Objective Obtain a challenging position that requires a highly motivated individual with computer literacy and organizational skills.

Education GED – Georgia Department of Technical and Adult Education, GA - 2006

College of Coastal Georgia, Kingsland, GA - Ongoing education

Qualifications Summary

- Competent using software including: Windows, MS Word, MS PowerPoint, MS Outlook, MS Excel, and the Internet.
- Work well as a team member or independently.
- Resourceful, energetic, competent, multi-task and results-oriented.
- Mediation and problem solving skills.
- 100+ wpm
- 3000+ 10-key kpm

Work Experience

Dish Network, Thornton, CO - 2012 to Present

Customer Service Representative

- Responsible for ensuring the highest possible customer service over the phone.
- Handle payments and technical support.

Lionbridge, St. Marys, GA - 2011 to 2012

Internet Search Assessor

- Responsible for evaluating/rating web search results for appropriateness based on key words.
- Provides input to major Search Engine providers for improving search parameters.

Walmart, St. Marys, GA - 2009

Stockman

- Responsible for ensuring shelves are stocked with merchandise, and zoning/organizing shelves so that shelves appear full and organized,
- Assist customers as needed.

Skills

- Oral Communication

- Problem Solving
- Written and Verbal Communication
- Computer Literacy
- Communications
- Critical Problem Analysis/Resolution
- Record Keeping