

Trina Bell

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Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success.

Strong organizational skills Active listening skills Courteous demeanor
Seasoned in conflict resolution Energetic work attitude Invoice
processing Adaptive team player.

08/2015 to 10/2017

Customer Service Representative ASAP Roofing — Denver, CO
Made reasonable procedure exceptions to accommodate unusual
customer requests. Collected customer feedback and made process
changes to exceed customer satisfaction goals. Provided accurate and
appropriate information in response to customer inquiries.

02/2014 to 07/2015

Warehouse Associate The Job Store — Denver, CO
Maintained accurate stock records and schedules. Selected products for
specific routes according to pick sheets. Unloaded, picked, staged and
loaded products for shipping.

2003 Associate of Applied Science: computer programming
Vatterott college — St Joseph, MO, USA

2010 Bachelor of Science: business management Argosy university —
Denver, CO, USA

