

Objective

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

Skills

- Strong organizational skills
- Active listening skills
- Sharp problem solver
- Energetic work attitude
- Top sales performer
- Adaptive team player
- Customer service expert

Experience

Primerica Financial Services Customer Service Representative

February 8th 2017 to Present

- Responsible for contributing to the overall success of the office through quality leadership, customer service, and risk management.
- Creates, trains, and coaches a successful team.
- Is responsible for directing staff to maximize resources and achieve performance objectives.
- Responsible for ensuring compliance with audit and operational regulations and guidelines.

Factory Motor Parts Receiving Administrator

September 6th 2017 to October 4th 2018

- Processed corrections, endorsements and cancellations.
- Implemented and monitored inventory.
- Promoted company products to customers in person and over the phone.
- Prepared necessary paperwork to process orders.

Education

Aurora Central High School

References

References are available on request.