

JOSEPH SMITH

◆ Minneapolis, MN 55412◆T: 651-717-5514◆ smithjoseph277@yahoo.com◆

Summary: Over 2 years of experience in customer service. My strength include Time Management, Excellent Communication, Problem Solving and Research, Decision making and negotiating skills. These Skills give me an advantage to contribute my expertise & knowledge to my fullest potential.

PROFESSIONAL EXPERIENCE

Apple One, Minneapolis, MN

06/2011-02/2013

Customer service/Office Assistant

- Answering phones
- Assist in computer knowledge.
- Working different assignments.
- Works well on a Team

Online Payment Solution, Burnsville, MN

01/2010-05/2011

Customer Service/ Sales Agent

- In and outbound calls
- Developed excellence in sale
- 3rd party calls

EDUCATION / CERTIFICATIONS

- Graduated MTS School 2012
- Certificate: Clerical Office work 2011