



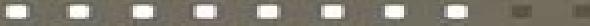
# NOAH WILLIAMS

## Returns Specialist

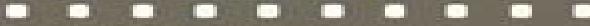
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### SKILLS

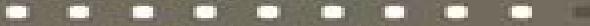
#### Inventory Auditing



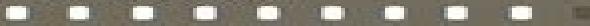
#### Customer Communication Skills



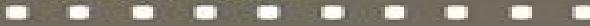
#### Warehouse Operations



#### Conflict Resolution



#### Product Knowledge



### INTERESTS

#### ★ Surfing

#### ● Martial Arts

#### ● Community Service

#### ● Blogging

### STRENGTHS

#### ● Patience

#### ● Perseverance

#### ● Planning

#### ● Positivity

### LANGUAGES



English



Russian



Mandarin

### ACHIEVEMENTS

- Improved return processing time by 20% through workflow optimization.
- Reduced return discrepancies by 30% by implementing a new tracking system.
- Enhanced customer satisfaction ratings by 15% through effective communication.

### PROFESSIONAL SUMMARY

Results-focused Returns Specialist with 2 years of experience in processing and managing customer returns efficiently. Demonstrated ability to resolve issues and maintain compliance with company policies while enhancing customer satisfaction. Eager to contribute analytical skills and attention to detail to streamline return workflows and optimize operational processes.

### WORK EXPERIENCE

#### Returns Specialist

Feb / 2024 - Ongoing

Chicago, IL

- Managed high-volume customer return requests, ensuring timely processing and accurate record-keeping.
- Coordinated with various departments to resolve return-related issues and improve overall efficiency.
- Processed return authorizations and credits for defective or incorrect products.
- Maintained compliance with company policies while executing return operations.
- Created and updated training materials for new team members on return procedures.
- Analyzed return data to identify trends and areas for improvement.
- Supported the development of a streamlined returns manual to enhance team performance.

#### Returns Specialist

Feb / 2023 - Feb / 2024

Denver, CO

- Facilitated communication between customers and sales teams to resolve return issues promptly.
- Monitored return logistics and ensured timely processing of defective products.
- Prepared reports on return metrics and collaborated with management to address discrepancies.
- Trained staff on return policies and best practices to enhance service quality.
- Utilized software tools for data entry and tracking of return shipments.
- Engaged in customer follow-ups to ensure satisfaction post-return.

### EDUCATION

#### Associate of Applied Science in Business Management

Feb / 2022 - Feb / 2023

Phoenix, AZ

City College  
Focused on business operations and management principles.

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**Evelyn U. Salvador**

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