

# CUSTOMER SERVICE RESUME

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*Customer Service Representative with over 5 years of experience in telephone customer service, including sales, tech support, and customer care. Familiar with major customer service software, conflict resolution, and possess a positive attitude. Aiming to use my proven skills to effectively fill the managerial role in your company.*

## PROFESSIONAL EXPERIENCE

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### **SATELLITE TV CO.**

*Customer Care Specialist*

**Mt. Pleasant, SC**

*September 2010 – Present*

- Handle 90+ calls daily, with duties including signing up new customers, retrieving customer data, presenting relevant product information, and cancelling services
- Trained two new employees in how to use Kayako, entering customer data and organizing customer interaction logs
- Received an average 85% customer satisfaction rating to date, 15% higher than company average
- Research complicated cases without prompting to provide more comprehensive service to customers
- Suggested a new tactic to persuade cancelling customers to stay with the company, resulting in a 5% decrease in cancellations

### **SCOTTRADE**

*Customer Service Intern*

**Boston, MA**

*September 2009 – 2010*

- Memorized entire line of company products & services, including prices and special discounts
- Provided basic technical support for clients on a wide range of company products, resolving issues at a 90% rate
- Remained courteous and calm at all times, even during moments of intense customer displeasure
- Learned how to use Kayako and Zendesk customer service software, as well as Parcel Audit to track shipments and report on movements
- Awarded "Fastest Learner" award during the first month of intern training

## EDUCATION

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### **BOSTON UNIVERSITY**

*Marketing Candidate, June 2009*

**Boston, MA**

- GPA 3.6/4.0
- Dean's Scholarship Recipient

## ADDITIONAL SKILLS

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- Software: Zendesk, Kayako, and Parcel Audit
- Experience with Microsoft Office – Word & Excel
- Excellent communication skills with a focus on customer service
- 70WPM Typist

# Resume Template Compare Customer Service

**Richard Bailey**



## **Resume Template Compare Customer Service:**

*Autism and Learning Differences* Michael McManmon, 2015-11-21 A comprehensive curriculum for independent living with ASDs or LDs providing everything teachers clinicians and other professionals working with young people with an ASD or LD diagnosis need It includes tried and tested teaching and learning strategies ideas and photocopiable resources to achieve measurable outcomes *Graduating Engineer & Computer Careers*, 2004 *Digest of Public Utilities Reports*, 1928

*Electric Light and Power*, 1928 **The Customer Service Solution: Managing Emotions, Trust, and Control to Win Your Customer's Business** Sriram Dasu, Richard B. Chase, 2013-07-17 Understand Consumer Psychology to Drive Profits and Growth Want to know exactly what's driving your customer's behavior NOW YOU CAN The Customer Service Solution explains how consumers perceive services and shows you how to enhance the customer experience every time In this economic climate the customer service experience is more critical than ever Most leading service firms advocate the TLC mantra Think Like a Customer That's a good practice but first you have to understand what your customer is thinking and feeling Today's business leaders cannot afford to neglect the psychological principles that govern customer satisfaction and long term loyalty What are the factors that really determine customer satisfaction Two of the nation's leading authorities on service psychology Sriram Dasu and Richard Chase have written this groundbreaking guide that identifies and demystifies the psychological triggers behind customer behavior You'll go where customer satisfaction surveys mystery shoppers and focus groups can't and learn exactly why customers respond and behave the way they do With findings drawn from behavioral science research this book provides all the tools you need to evaluate your current service platforms and design future strategies to enhance customer perceptions positively and drive your sales The Customer Service Solution illustrates why even companies with high levels of satisfaction are missing tremendous opportunities by neglecting the emotional elements that govern consumer interactions This book will show you how to Shape and manage customer perceptions Understand implicit versus explicit outcomes Develop the roles of control and choice among buyers Design emotionally intelligent processes Build trust among customers Whatever your business may be healthcare hospitality financial services e-commerce and more this book is an essential tool to help you increase profits by leveraging your company's customer experience PRAISE FOR THE CUSTOMER SERVICE SOLUTION Harnessing the power of emotions will help to drive an exceptional customer experience creating customers for life to help your business thrive Finally a guide to help us better understand how to do this James Merlino MD Chief Experience Officer Cleveland Clinic Required reading for anyone designing a service encounter James Heskett Professor Emeritus Harvard Business School coauthor of The Service Profit Chain and Service Future I have always known that our customers shop with us because they want to not because they have to How to make them want to is the secret that this great book unlocks Kevin Davis President and CEO Bristol Farms Dasu and Chase share easy to understand ideas and guidance to operations managers who typically do not think about the

psychology of customers in designing their services Mary Jo Bitner PhD Professor and Executive Director Center for Services Leadership W P Carey School Arizona State University Dasu and Chase provide an excellent set of ideas for delivering emotional customer service experiences through systems and operations Rodolfo Medina Vice President Marketing Commercial Rock in Rio This book provides valuable insights to managing and molding the customer s emotional journey leading to ultimate satisfaction and sustainable loyalty Ali V Kasikci Regional Managing Director Orient Express *New York Review of the Telegraph and Telephone and Electrical Journal* ,1914 Music Trades ,1922 Government Employee Relations Report ,1998 *Office Appliances* ,1924 **Press Summary - Illinois Information Service** Illinois Information Service,1981 The Iron Age ,1896 *Railway Age* ,1939 Billboard Music Week ,1929 The Pacific Printer ,1912 **Cost-benefit Analysis for Development** Herath M. Gunatilake,2013 Gas Journal ,1929 **The Methodist Times** ,1892 **Reading Writers Im Ta Pow Tool** McMurrey,McMurrey,2001-10 Contains teaching tips syllabus planning and lesson organization *Winning Resumes* Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn t cut it anymore It s too vague too bland and too lackluster It won t sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you ll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There s so much you can copy or adapt The Independent William Livingston,1917

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