

Alex Morgan

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(555) 123-4567
Los Angeles, CA

PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented individual seeking an entry-level customer service role to utilize strong interpersonal and communication skills. Eager to contribute to a team environment and ensure positive customer experiences.

KEY SKILLS

- Effective verbal and written communication
- Problem-solving and conflict resolution
- Time management
- Adaptability and quick learning
- Team player
- Basic computer literacy (MS Office, email)

EXPERIENCE

Retail Associate, Target

June 2023 – Aug 2023

- Assisted customers in locating products and answered product-related questions
- Handled cash register transactions with high accuracy
- Restocked shelves and maintained a clean work area
- Collaborated with team members to enhance customer satisfaction

EDUCATION

High School Diploma

May 2023

Westview High School, Los Angeles, CA

VOLUNTEER ACTIVITIES

- Volunteer, Animal Shelter (Spring 2022) – Assisted with caring for animals and greeting visitors