

Your Name

Customer Service Representative

Email: your.email@example.com Phone: (123) 456-7890 City, State

PROFESSIONAL SUMMARY

Dedicated and personable Customer Service Representative with X years of experience in fast-paced environments. Skilled in conflict resolution, communication, and maintaining positive customer relationships. Proven ability to adapt quickly and contribute to team success.

EXPERIENCE

Customer Service Representative

Company Name â€” City, State | Month YYYY â€” Present

- Assist customers via phone, email, and chat, providing information and resolving issues.
- Maintain accurate customer records and documentation.
- Collaborate with team members to improve processes and customer satisfaction.

Customer Support Associate

Company Name â€” City, State | Month YYYY â€” Month YYYY

- Handled customer inquiries and resolved complaints in a timely manner.
- Conducted follow-up calls to ensure issue resolution.
- Met or exceeded performance metrics for customer satisfaction.

EDUCATION

Degree or Diploma

School Name â€” City, State | Graduation Year

SKILLS

Problem Solving

Conflict Resolution

CRM Software

Communication

Teamwork

Multitasking