

Alex Taylor

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123 Main Street, City, Country

PROFESSIONAL SUMMARY

Motivated and detail-oriented individual seeking an entry-level customer support position. Eager to provide excellent service, learn quickly, and contribute to team success with strong communication and problem-solving skills.

EDUCATION

City College

Diploma in Business Administration, 2023

KEY SKILLS

- Verbal and written communication
- Active listening
- Problem solving
- Time management
- Adaptability
- Teamwork

EXPERIENCE

Retail Assistant – StoreMart

June 2022 - August 2023

- Assisted customers with inquiries and purchases in a friendly, efficient manner
- Resolved basic customer complaints with professionalism
- Restocked shelves and managed inventory
- Operated cash register and processed transactions

CERTIFICATIONS

- Customer Service Fundamentals – Coursera, 2023 (Online)

REFERENCES

Available upon request.