

(NAME)

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Address

City, State, Zip

Phone:

Email:

Objective:

To obtain a challenging position in a fast-paced environment where my skills and experience can be utilized to their fullest potential

Skills

Summary

- Exceptional customer service skills
- Excellent communicator, fast learner and skilled problem solver
- Strong data entry skills: MS Word, Excel, Power Point, Outlook, Internet

Work Experience:

To/From

(COMPANY)

(CITY, STATE)

**(Job title) Sales Agent/Data Entry**

- Answered incoming calls and made outgoing calls to assist customers.
- Answered internet leads of customers that searched via internet
- Created a file for each customer and followed up with them periodically

To/From

(COMPANY)

(CITY, STATE)

**(Job title) HR Mgr/Shipping and Receiving assistant/Receptionist**

- In charge of recruiting and termination of employees
- Assisted the payroll manager and prepared employees compensation
- Prepared shipping and receiving weekly reports

To/From

(COMPANY)

(CITY, STATE)

**(Job title) Secretary**

- Administered psychological test to every candidate
- Prepared records for each candidate and kept files updated

**EDUCATION**

To/From

(SCHOOL NAME)

(CITY, STATE)

**REFERENCES AVAILABLE UPON REQUEST.**