

# JANE DOE

SOMEWHERE, NV | 701-777-7777 | JANEDOE@EMAIL.COM

## EDUCATION

Bellchase Community College  
Associate in Arts, GPA: 3.57

August 20XX

## PROFESSIONAL EXPERIENCE

*Toys R Us, Somewhere, NV*

*June 20XX - Present*

### **Customer Service & Stock Representative**

- Mediate customer disputes and resolve queries related to products and services
- Manage store opening/closing procedures, maintaining safe and secure work spaces
- Maintain accurate product records to minimize

*Delray Sports Co., Arlington, VA*

*October 20XX – May 20XX*

### **Ambassador**

- Represented company at off-site events to expose company brand
- Maintained website design and function with over 100K hits annually
- Collaborated with team members to identify new markets and implement advertisement strategies

*Proctor Product Management, Washington, DC*

*October 20XX – August 20XX*

### **Administrative Assistant**

- Spearheaded the creation of an Excel database process for documenting customer concerns
- Decreased resolution response time for service & product complaints by 10%
- Trained staff in use of MS Office software to improve productivity

## SKILLS

- Fluent in Spanish – full written and verbal proficiency
- Proficient in Microsoft Office Suite with expertise in Excel
- Intermediate proficiency in website design