

NAME OF ENTRY LEVEL

SKILLS AND ABILITIES

ResumeWritingService.biz 

ABLE TO NAVIGATE VARIOUS OPERATING SYSTEMS – MS WINDOWS, MAC OS, LINUX, WELL VERSED IN ALL MS OFFICE APPLICATIONS, AND E-MARKETING, EXCELLENT COMMUNICATION SKILLS AND SALES EXPERIENCE.

TRAINING COURSES TAKEN

CUSTOMER SERVICE TRAINING (2008)
DIPLOMA IN GRAPHIC DESIGN USING ADOBE
ILLUSTRATOR/ADOBE PHOTOSHOP (2008)
DREAMWEAVER (2006)

EDUCATION

UNIVERSITY SCHOOL – 2003 to 2009
HIGH SCHOOL – 2001 to 2002

CHARACTER REFERENCES

NAME1 (ADDRESS, TEL NO.)
NAME2 (ADDRESS, TEL NO.)

WORK EXPERIENCE

Company1 (Address, State)
Sales Representative – May 2011 to Present

- Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics,
- Resolves customer requests, questions, complaints, requiring analysis to determine best use of resources,
- Provides pricing, delivery information, process orders and prepare cash reports,
- Set up new accounts, maintains records, prepares reports, and performs work process assignments,
- Compiles and maintain an up to date telephone directory of numbers and addresses,
- Files all correspondence,
- Updates the bulletin board by posting and removal of outdated materials,
Ensures the Administrative Offices, Reception Area and other offices are organized and clean.

Address
Phone: (999) 99999999
someone@live.com