

Jane Sample

San Mateo, CA

(650) 123-1234

JaneSample@email.com

<http://www.linkedin.com/in/JaneSample>

OBJECTIVE: Customer service representative or related position

SUMMARY

- 3 years of customer service experience
- Excellent computer skills: MS Word, MS Excel, Google Suite, Quickbooks, social networking tools (Instagram, LinkedIn, X)
- Experience building teams and working with diverse customers
- Bilingual in English and Spanish
- Reputation among supervisor and coworkers for being patient, calmly handling stressful situations, and working collaboratively with others

EDUCATION

AS Business Analytics (in progress) 2024 - present

College of San Mateo, San Mateo, CA

Coursework includes: Financial Accounting, Managerial Accounting, Public Speaking, Interpersonal Communication

GPA: 3.4/4.0

Certificate of Completion Quality Planning and Improvement

Western Career College, Pleasant Hill, CA

EXPERIENCE

Office Assistant/Customer Service Representative 2023 - present

Club Fitness, San Francisco, CA

One of the fastest growing health clubs in the USA. Currently employed in corporate headquarters for the western division

- Assisted the regional manager with overseeing customer service for 5 locations
- Provided in-person and over the phone customer service to 20-40 clients per day
- Developed customer service training materials in English and Spanish. Materials were used to train over 50 staff
- Led 10 junior management training seminars for groups of 20-30 employees
- Developed online customer service training materials, which received an over 95% satisfaction rating on staff surveys

Administration Intern

2022

Centers for Medicare & Medicaid Services, Oakland, CA

Federal agency that administers health care insurance to over 55 million Americans

- Provided administrative support to the area program manager
- Served as intern team leader for 4 domestic assignments
- Handled cross-country travel arrangements for a staff of 25
- Developed and implemented a multi-part communications initiative, which involved leading participants from 32 non-profit partners

MEMBERSHIPS & COMMUNITY SERVICE

- Member, U.S. Youth Chamber of Commerce
- Outreach Volunteer, Volunteers of America Action Team