

Sample Student

Palatine, IL 60067 | 847.555.5555

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CUSTOMER SERVICE

Dedicated customer service professional with experience providing exceptional customer support in fast-paced environments. Skilled in resolving complex issues, ensuring customer satisfaction, and maintaining excellent communication with clients and team members. Utilize customer service tools and resources to efficiently address customer concerns and inquiries. Strong organizational and time management skills. Fluent in Spanish and English.

EDUCATION

Harper College, Palatine, IL
Pursuing Associate in Arts

August 20xx to Present

SKILLS

Microsoft Office: Word, Excel, PowerPoint
Fluent in Spanish and English

WORK EXPERIENCE

IKEA, Schaumburg, IL

April 20xx to Present

Sales Associate / Cashier

- Provide visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensure that returns and exchanges are completed accurately and in timely manner
- Collaborate with managers and team members to achieve company goals
- Complete procedures to maintain correct stock levels
- Follow all cashier balancing policies and procedures

VOLUNTEER EXPERIENCE

Bridge Youth and Family Services, Palatine, IL

April 20xx to December 20xx

Youth Mentor

- Provided role modeling and friendship to mentees who benefit from having an additional adult in their life
- Helped mentees develop better social, emotional and academic skills through planned activities, phone and email check-ins and group coaching sessions

ACTIVITIES

Harper College, Palatine, IL

Member

- Student Government Association September 20xx to Present
- Business & Entrepreneurship Club February 20xx to Present