



# YOUR NAME

## Customer Service

### SKILLS

- Conflict Resolution
- Excellent Communication Skills
- Troubleshooting
- Service and Support
- Great Attention to Data

### EDUCATION

#### Beaudoin College

COLLEGE OF MEDIA,  
COMMUNICATION

- Maintained a 3.6 GPA
- Consistent dean's lister
- Features editor of the college newspaper
- Varsity member of the swimming team for 3 years

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123 Anywhere Street, St., Any City, ST 12345

### ABOUT ME

I'm an experienced customer service representative with a verifiable track record of resolving complex issues quickly and winning customer loyalty.

### EXPERIENCE

#### Customer Service Lead

REALLYGREATSITE TELECOMMUNICATIONS

- Addressed customer service inquiries in a timely fashion
- Achieved a customer satisfaction rating of 98%
- Provided input in improving internal processes

#### Customer Service Agent

REALLYGREATSITE TECH SOLUTIONS

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