

**John Smith**

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**OBJECTIVE**

To obtain an entry level position in the customer service department, where I can utilize my knowledge and skillset in a productive manner. To aid in the growth of this corporation while expanding my experience within it. To make valuable contributions to customer service division while representing the company in a positive and professional manner.

**PROFILE**

An extremely dedicated individual with great attention to detail and customer focused approach. Excellent ability to relay product information during individual and group presentations. Strong interpersonal skills and exceptional creativity in managing window displays.

**CORE STRENGTHS**

- Excellent operations management ability
- Exceptional acumen for providing sales support
- Able to meet sales goals
- Computer: Word and Excel
- Bilingual: English and French

**EDUCATION**

Bachelors in Business Education – Queens College – 2013

**RELATED SKILLS**

- Excellent communication skills
- Ability to assume a high degree of responsibility
- Working knowledge of retail environment
- Demonstrated ability to resolve conflict and customer issues
- Conversant in managing inventory and stocks

**ACADEMIC ACHIEVEMENTS**

- Head of the Dean’s Honor List
- Winner of the university business fair held at the Expo Center

**VOLUNTEER WORK**

- Volunteer for the local community service office
- Volunteered services for Green Peace
- Candy striper at Gresham Family Hospital