**LIONEL LION**  
123 Larimie Avenue, Missoula, MT 12345 ۰ 123-555-1234 ۰ Youremail@example.com

**OBJECTIVE:** To gain a position as a Customer Service Representative in your company. To utilize my communication skills and problem solving techniques to represent the customer service division in a positive manner. To show my proficiency in team support and goal attainment for the benefit of (insert company name)

**HIGHLIGHTS OF QUALIFICATIONS**

* Expert knowledge and abilities in written communication.
* A patient listener who fully focuses on speakers and understands a variety of accents.
* Organized and detail-oriented; knack for understanding procedures and logistics.
* Strong skills in time management, prioritizing tasks, and meeting deadlines.

**RELEVANT EXPERIENCE**

Communication & People Skills

* Consistently maintain a positive attitude and enjoy helping people.
* Articulate and very effective working with people of different backgrounds and temperaments.
* Accurately record, remember, and verbally communicate detailed information.
* Exceptional command of the English language with strong written and transcription skills.
* Cooperatively work with others to produce and deliver required work.

Organization & Time Management

* A problem solver who quickly grasps complex situations and turns them into manageable tasks.
* Produce quality work even when under extreme time pressure and deadlines.
* Proven ability to understand and follow complex instructions to successful conclusions.
* Many years of experience successfully managing and organizing personal time and workload.
* Collaborate in teams to produce quality reports.

Technical Skills

* Very accurate and rapid keyboarder.
* Experienced in editing and proofreading lengthy documents with focus on word definitions, spelling, sentence structure, syntax, and grammar.
* Work with technical vocabularies from a variety of fields.

**EDUCATION & CERTIFICATIONS**

Academy of Stenographic Arts, Missoula, MT, 2000-2001

Missoula College of Court Reporting, Missoula, MT, 1996-2000

Certified Shorthand Reporter, State of Montana, 2001-pres.

Registered Professional Reporter, National Court Reporters Association, 2001-pres.

**WORK HISTORY**

Court Stenographer, State of Montana, 2009-pres.

Beverly Reporting Associates, 2005-2009

Louis Lane & Associates, 2002-2005