

Jane Jobhunter

100 Any Street ♦ Jobtown, ON D4F 5G6 ♦ Phone: (123) 555-4567 ♦ Cell: (123) 555-7890

Key Skills and Experience

- ♦ Excellent customer service skills
- ♦ Excellent time-management skills
- ♦ Extensive leadership, training and supervisory experience
- ♦ Accurate data entry and order processing
- ♦ Known for exceeding customer expectations and maintaining poise and a sense of humour in stressful environments
- ♦ Experience with operation of all general office equipment

Education

- ♦ School of Commerce
Jobtown, ON
Graduated 19XX
Hairstyling

Certificates

- ♦ First Aid and CPR
Updated 20XX
St. John's Ambulance
Jobtown, ON
- ♦ Smart Serve
Updated 20XX
Jobtown College
Jobtown, ON

Profile

Responsible and dedicated with over 15 years of experience in heavy-volume, fast paced environments. Detail-oriented, thorough and accurate in taking and relaying information. Well-organized to handle a variety of assignments and follow through from start to finish. Strong work ethic, with eagerness to learn and willingness to contribute toward meeting a company's goals.

Experience Summary

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| Server | Any Restaurant and Pizzeria, Jobtown, ON 20XX - 20XX <ul style="list-style-type: none">♦ Managed all aspects of openings and closings♦ Maintained loyal customer following♦ Always remained aware of and delivered on customers needs |
| Customer Service Clerk | Variety Plus, Jobtown, ON 20XX - 20XX <ul style="list-style-type: none">♦ Responsible for customer service and accurate order processing using cash register, Interac, and credit card transactions♦ Conducted inventory and ordered merchandise♦ Maintained general appearance of store |
| Administrative Assistant | Jobtown Admin Services, Jobtown, ON 20XX - 20XX <ul style="list-style-type: none">♦ Planned and prioritized daily workflow and activities♦ Maintained confidentiality of client information♦ Accurately processed insurance and financial transactions which delivered a superior customer experience and ensured an error free database♦ Investigated and promptly resolved service issues♦ Received and ensured timely delivery of telephone and e-mail messages♦ Processed incoming and outgoing correspondence♦ Maintained up to date filing system to ensure a well organized and efficient office♦ Maintained office supplies and forms inventory |
| Server | Various Locations, Jobtown, ON 19XX - 19XX <ul style="list-style-type: none">♦ As event planner of banquets for over two-hundred guests, developed seating plans, assigned duties, selected wines and supervised set up♦ Precisely orchestrated timing of details for successful event coordination |
| Owner / Operator | Jane's Hairstyling, Jobtown, ON 19XX - 19XX <ul style="list-style-type: none">♦ Independently managed all aspects of business, including customer service, product sales, purchasing, accounting and record-keeping |