tudent Example **222 Easy St. Riverside, CA 92222 (951) 435-5555**

student_example@yahoo.com

ADMINISTRATIVE CUSTOMER SERVICE POSITION

Bilingual individual bringing 9+ years of Customer Service experience as follows:

- Sales
- Accounts Payable / Receivable
- Bilingual - Spanish
- Customer Service / Client Relations
- Account Management
- Claims / Customer Complaints
- Computerized Processes
- Account Reconciliation
- Bookkeeping

EXPERIENCE

Recognized throughout longstanding career for the unique ability to develop, adapt quickly, and follow directions while overseeing multifaceted office administrative duties

- As sales representative for Summer Rio Corporation, personally handled assigned customer accounts in regards to pricing, credit and account status. Further assisted other impacted departments with inquiries regarding billing, returns, credits and orders.
- Primary contact and liaison between customers and the organization. Mailing literature; notifying new and potential customers of housing specials and new products.
- Directly responsible for supervision of children enrolled in child care program.
- Assisted with / managed classroom of children whose ages ranged from 2-5 years
- Assisted teachers to create and implement lesson plans; participated in parent-teacher conferences.
- Follow through on timely and accurate project assignments.

WORK CHRONOLOGY

Customer Service / Sales Representative	Summer Rio Corporation	2005 – present
Customer Service / Sales Representative	Prima Marketing, Inc.	2002 – 2005
Teacher	Covina United Methodist	1999 – 2001
Associate Teacher	Citrus College	1998 – 1999

COMPUTER PROFICIENCIES

Internet, MS Word / Excel, Word Perfect, Standard UPS, FedEx and job specific software

EDUCATION

Bachelor of Science, Technical Management/Human Resources, DeVry University, 2006

Associate of Arts, Human Development, Baylor Community College, attended 1998-99