

Sample Functional - Customer Service

Christine Smith

1234 Busy Road, Woodstock, Ontario N1A 2B3

Appropriateemail@yahoo.ca

(Home) 519-123-4567 (Cell) 516-987-6543

CUSTOMER SERVICE

Energetic individual dedicated to providing excellent customer service. Strong background working with the public; proven to be professional and friendly. A team player who can also work independently. Communicate effectively with customers, staff and management

Related Skills

Customer Service

- Strive for optimal customer satisfaction
- Energetically take orders in a fast paced environment ensuring customers receive accurate orders
- Prove to be a valuable team member by maintaining open communication with co-workers and help them when possible
- Successfully multitask – often take on different roles/responsibilities in a shift
- Greet customers in a friendly and professional manner
- Consistently maintained a quick pace to ensure items were scanned quickly and accurately so wait times were reduced
- Handled a variety of transactions including cash, debit and credit
- Physically capable of the demands of the job including lifting items while bagging merchandise and loading

Employment History

Team Member

Tim Horton's, Woodstock Ontario

2011 – Present

Cashier

Wal-Mart, Woodstock Ontario

2008 - 2011

Education and Training

Customer Excellence Training Program

Tim Hortons, Woodstock Ontario

2011

Safe Food Handlers Certificate

Fanshawe College, Woodstock Ontario

2011

Ontario Secondary School Diploma

Local High School, Woodstock Ontario

2008

References Available Upon Request