**NAME**

XX, Any Street, Portland**,** Oregon, 97034

kevin@example.com, (012) 345-6789

**OBJECTIVE**

To obtain a customer service position where my expensive experience in customer service and communication skills is utilizes.

**SKILLS**

* Skills in corporate field with the experience of customer service executive for last 3 years.
* Experience in to communicate with clients face-to-face or in telephone very politely.
* Solve very critical problems in pressure.
* Maintaining good body language when face-to-face interacts with customers.
* Skills in write, edit, copy in ms-word with another effective computer knowledge.

**PROFESSIONAL EXPERIENCE**

Magical Softech Corporation, Salem, Oregon

(2012-present)

**Customer Service Representative**

* Interacted with customers for various issues of the company.
* Experienced to do work in pressure.
* Handled surprise services from customers.
* Attended customer’s phone calls every time.

**Orange utilities, Gresham, Oregon**

**(2008-12)**

**Customer Service Executive**

* Attended minimum 60-90 customer calls every day.
* Was a good performer and got high score in scorecard?
* Did work in MS Word and other useful software.
* Experienced in communication with customer or clients very politely.

**EDUCATION**

* 2 years diploma course in customer service from **Alisona University, (2006-08)**
* BS degree in economics from **University of Oregon. (2003-06)**

**COMPUTER SKILLS**

Certified course on Microsoft office (Word, Excel, Power-Point, Access) and experience to handle other computer software.