

Barbara M. Aiken



OBJECTIVE

Obtain a position as a **Customer Service Representative** with a company that offers excellent opportunities for growth and development. I am currently seeking a full-time position in the **Customer Service** department at **ABC Company**.

- x , GHQWLILQJ DQG DGDSWLQJ WHD
OHDUQLQJ DELOLWLHV OHDUQLQJ
- x 2IIHULQJ SODQV IRU HQKDQFHPHQ
SURFHVV
- x 0DLQWDLQLQJ DFFXUDWH WHDFKL
RQ SURJUHV VV ± 3UHSDUHG DQG H
- x 5HVHDUFKLQJ DQG XWLOL]LQJ YD
DV , QWHUQHW OHDUQLQJ OLEUD
- x \$GYLVLQJ DQG PRQLWRULQJ FKLO
- x &RPPXQLFDWLQJ FRRSHUDWLYHO
HWKLFDO VWDQGDUGV
- x 3DUWLFLSDWLQJ LQ WUDLQLQJ SU
PHWKRGV QHZ GHYHORSPHQWV D
- x \$SSO\LQJ DSSURSULDWH GLVFLSO

PROFESSIONAL WORK HISTORY

- x &RUGHOLD &\$ \$QJHOR 5RGU
- x 6XLVXQ &LW\ &\$DQ 2 5RRW (
- x 6XLVXQ &LW\ &\$UHVVFHQW (O
- x +LOWRQ +HDG ,VODQG 6&
- x 5LGJHODQG 6& 5LGJHODQG +I

EDUCATION

- x %DFKHORU RI 6FLHQFH 'HJUHH
6RXWK &DUROLQD 6WDWH &RC
- x 0DVWHU RI \$UWV 'HJUHH ± &X
&DOLIRUQLD 6WDWH 8QLYHUV