

---

## Customer Account Representative Resume

---

### Job Objective

To obtain a Customer Account Representative position with established firm in which to utilize my experience and past training in this field.

---

### Highlights of Qualifications:

---

- Experience with CRM application within a SAP environment
  - Ability to update and extract accurate customer account information from computer applications
  - Proficient with SAP, Oracle and PeopleSoft
  - Ability to reach team and organizational goals as well as multi task
  - Ability to answer high volume phone calls
  - Ability to maintain accuracy while providing efficient and quick completion
  - Efficiently capable of handling changes and manage timely decisions
  - Solid work ethics and capable oral and written communication skills
- 

### Professional Experience:

---

Customer Account Representative  
Allied Electronics Inc., Englewood CO  
November 2006 – Present

- Supported with exceptional customer service and handled calls and queries from internal and external customers.
- Managed requests for details and communication.
- Coordinated with customers and assured all orders met company rules.
- Coordinated between customers, Logistics, Transportation and Sales.
- Handled customer orders of all Company products and acted as backup within customer service department.

Customer Account Representative  
FrontRange Solutions, Inc., Englewood CO  
February 2001 – October 2006

- Nurtured customer relationships and extended account services.
  - Provided accurate information on the product line, handled all customer queries and solved client return requests.
  - Maintained account updates.
  - Handled all customer disputes and queries.
  - Managed work efficiently during high call volume hours.
- 

### Education:

---

Bachelor's Degree In Finance  
South College, Knoxville, TN

[Build your Resume Now](#)