
Customer Liaison Officer Resume

Job Objective

To obtain a Customer Liaison Officer position with organization where challenges and opportunities make way for career development.

Highlights of Qualifications:

- Excellent knowledge of public and customer service
 - Proficient with Microsoft Office Suite
 - Excellent verbal and written communication skills
 - Able to work under pressure and flexible environment
 - Highly level of ability to shoulder responsibilities independently
-

Professional Experience:

Customer Liaison Officer
Witbank, Stuart, FL
August 2005 – Present

- Ensured 24x7 customer service to all ranges of customers
- Provided technical updates and development reports to customers.
- Liaised between customers and in-house departments.
- Handled all types of customer enquiries efficiently.
- Organized customers' the aircraft maintenance visits.
- Managed customer issues regarding operations, sales and service quality.

Customer Liaison Officer
SAIC, Stuart, FL
May 2000 – July 2005

- Acted a prime contact point for residents.
 - Supervised surveyors, clients, clerk of works to ensure tasks are completes as per specifications.
 - Assisted in planning and delivery of company and product literature to customers.
 - Managed and resolved all issues and complains efficiently and amicably.
 - Ensured minimum disruption to residents during any sort of activities.
 - Identified and reported tenants' individual needs.
-

Education:

Bachelor's Degree in Business
Grambling State University, Grambling, LA

[Build your Resume Now](#)