
CUSTOMER SERVICE ASSISTANT RESUME

Objective:

To obtain the Customer Service Assistant position that will expand and develop my skills.

Summary of Skills:

- Profound knowledge in assisting in unloading merchandise from baskets as well as suggestive selling techniques
 - Excellent customer service and communication skills
 - Outstanding ability to follow instructions and procedures
 - Strong ability to understand customer needs
 - Excellent ability to maintain high level of productivity and efficiency standards
 - Able to stand and walk for extended periods of time
 - Strong physical ability to lift and carry moderately heavy loads
-

Work Experience:

Customer Service Assistant, August 2005 to till date
Hexcel, Joliet, IL

- Assisted customers in locating and unloading merchandise.
- Performed mail and file searches when requested and responded to requestor expeditiously.
- Assisted in performing file room task during USCIS working hours in conjunction with the Customer Service Desk supervisor.
- Maintained the Regional Mail boxes and special handling mail logs for designated CSC agencies.
- Filled customer requests and orders for files.
- Received and requested files from other service centers that included NRC, HBG and delivered accordingly.

Customer Service Assistant, May 2000 to July 2005
Ricoh Americas Corporation, Joliet, IL

- Checked the groceries were being bagged carefully and offered to carry out service.
 - Maintained and organized carts and containers as directed by Customer Service management.
 - Performed price checks and did restocking of returned product in a timely manner.
 - Assisted in following and compiling with all applicable health and sanitation procedures and adhered to safe work practices.
 - Answered to customer requests and inquiries on time.
-

Education:

Associate Degree in Public Relations, Massachusetts Bay Community College, Wellesley, MA

[Build your Resume Now](#)