
Customer Service Operator Resume

Job Objective

Seeking a position as Customer Service Operator in a reputed organization where I can utilize my knowledge and experience.

Summary of Qualifications:

- Remarkable working experience as a Customer Service Operator
 - Strong sense of urgency and ability to prioritize multiple tasks in a fast-paced environment
 - Good knowledge of the structure and content of English
 - Excellent organizational, math and written communication skills
 - Strong computer proficiency, including Word, Excel, Outlook and PowerPoint
 - Ability to type and operate computer and phone systems
 - Excellent decision-making and problem-solving skills
 - Remarkable ability to communicate clearly and professionally with co-workers and customers
 - Exceptional customer service skills
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Work Experience:

Customer Service Operator, May 2004 – Present
Dialogue Marketing, Siletz, OR

- Handled and resolved customer complaints.
 - Obtained and evaluated all relevant information to handle inquiries and complaints.
 - Performed customer verifications and processed orders, forms, applications and requests
 - Directed requests and unresolved issues to the designated resource.
 - Kept records of customer interactions and transactions.
 - Recorded details of inquiries, comments and complaints.
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Education:

Bachelor's Degree in Computers, Salem International University, West Virginia, WV

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