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# **LOWE S CUSTOMER SERVICE ASSOCIATE RESUME**

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## **Objective:**

To obtain the position of Customer Service Associate with Lowe's Companies, Inc.

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## **Summary Skills:**

Excellent customer service skills  
Excellent skills in preparing spreadsheets and word processing documents  
Remarkable skills in establishing and maintaining good working relationships with other city employees and the public  
Ability to prioritize work tasks, multi-task, and maintain focus  
Ability to deal with problems involving a few concrete variables in standardized situations  
Excellent communication skills

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## **Work Experience:**

Customer Service Associate  
Sears Holdings Corp., Romeoville, IL  
August 2012 to till date

- Provided quick, friendly customer service by answering customers questions, providing purchase assistance and keeping shelves stocked.
- Operated, demonstrated and explained merchandise in assigned area.
- Handled basic customer and employee inquiries.

Customer Service Associate  
Marvin Windows and Doors – Warroad, MN  
May 2010 to July 2012

- Provided superior customer service by assisting customers in the selection, demonstration and purchase of product.
  - Ensured shelves are fully stocked, fronted according to planogram and correctly priced.
  - Greeted and acknowledged all customers in a friendly, professional manner and provided quick, responsive customer service.
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## **Education:**

Associate Degree in Administrative Office Management  
University of South Alabama, Mobile, AL

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