
Member Service Representative Resume

Job Objective

Seeking the right company in which to fill the position of Member Service Representative and utilize my skills and training in this field to their fullest.

Highlights of Qualifications:

- Extensive experience in cash handling and working with public
 - Ability to cross-sell products and services
 - Ability to identify and make sales referrals
 - Ability to understand and interpret written and oral instructions
 - Remarkable multi tasking abilities and sound ability to manage complex programs
 - Superior oral and written communication skills as well as solid customer service skills
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Professional Experience:

Member Service Representative
Patelco Credit Union, Omaha NE
November 2006 – Present

- Imparted customer service to credit union members.
- Carried out regular routine transactions.
- Managed new account openings for fresh and existing members.
- Handled cash and balancing and vault teller functions.

Member Service Representative
Ceridian, Omaha NE
February 2001 – October 2006

- Handled telephone or written correspondence queries from members.
 - Aided members with plan benefits.
 - Updated computer system with all issues and resolutions from members.
 - Managed member transportation.
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Education:

High School Diploma
Cactus Shadows High School, Phoenix, AZ

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