

Jane Doe

address: 123 Mint St • Anywhere, US • 00000
phone: 555 • 555 • 5555
email: yourname@domain.com

SUMMARY

Homemaker with a background in providing exceptional customer service re-entering the workforce.

EDUCATION

Southwestern Illinois College • Associates of Art • Degree Completion 06/28/2011

LANGUAGES SPOKEN English - Fluent • Japanese - Intermediate • Korean - Intermediate

LANGUAGES READ English - Fluent • Japanese - Intermediate • Korean - Intermediate

EXPERIENCE

Homemaker

Fort Carson, CO • December 2008 - Present

- Keep and maintain written and electronic records, filing monthly and annual reports
- Resolve conflicts; work as a team with people from different personalities and backgrounds in order to achieve set goals
- Demonstrated flexibility with the ability to prioritize tasks in order of urgency; multi-tasking

Optician • Sunland Optical

Scott Air Force Base, IL • August 2008 - December 2008

- Greeted customers in a friendly and professional manner
- Maintained accurate inventory of stock
- Operated POS cash register
- Placed product orders for customers and ensured proper fitting of eyewear

Chrysler Customer Service Agent • Convergys Corp

Arnold, MO • January 2008- May 2008

- Interfaced with customers through inbound calls in a courteous and professional manner
- Stayed up-to-date on new products and information in order to provide better customer service
- Responded to customer queries and ensured high level of customer satisfaction

Airman First Class • US Air National Guard

Lackland Airbase, TX • March 2006 - March 2007

- Trained in providing exemplary administrative support
- Trained subordinate Airmen as to proper skills, behavior and what is required or expected from them as Airmen