Jane Doe

address: phone: email:

123 Mint St • Anywhere, US • 00000 555 • 555 • 5555

yourname@domain.com

SUMMARY

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

EDUCATION

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

LANGUAGES SPOKEN LANGUAGES READ

EXPERIENCE

Homemaker

English - Fluent • Japanese - Intermediate • Korean - Intermediate

English - Fluent • Japanese - Intermediate • Korean - Intermediate

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 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 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