

SERVICE REPRESENTATIVE

Summary

Secure a responsible position in account management and serve as an account representative sharing my experience and abilities to seek employee, customer and employer growth and success.

Highlights

Microsoft Word, Excel, and PowerPoint *Effective communication

Experience

Service Representative

October 2015 to Current Company Name i¼ City , State

- Greets members, maintains place organized, and maintains friendly environment.
- Works with retail, advertises products, and restocks shelves as needed.
- Resolves member's troubles, and answers phone inquiries.
- Completes agreements with incoming members.

Sales Advisor

August 2015 to October 2015 Company Name i¼ City , State

- Partners up with businesses surrounding 24 Hour Fitness to create member traffic.
- Promotes company special promotions.
- Completes agreements and manages daily paperwork.
- Successfully attains personal and company revenue target.

Service Representative Lead

December 2014 to August 2015 Company Name i¼ City , State

- Organized inventory (FIFO method).
- Met weekly deadlines for inventory, and members' financial transactions.
- Organized banking information for POS system.

Education

Bachelor of Business Administration : Accounting , Summer 2016 University of Houston, C.T. Bauer College of Business i¼ City , State GPA:

GPA: 3.52 Accounting GPA: 3.52

CPR Certification : January 2015 GPA: Dean's List at the University of Houston Spring 2014 *Honor's List at HCC Spring 2013 *Dean's List at HCC Spring 2012, Fall Dean's List at the University of Houston Spring 2014 *Honor's List at HCC Spring 2013 *Dean's List at HCC Spring 2012, Fall

Microsoft Office Word 2007 Certification Spring 2012 *Microsoft Office Excel 2007 Certification Spring 2012

Languages

Fluent in English and Spanish

Interests

Volunteer Activities 2009-Present Volunteers at Alief Early College High School Participates as motivational speaker for younger students Assists in students' extracurricular activities 2009-2013 Volunteered at the church of St. Cyril of Alexandria Waited tables during Thanksgiving Organized and set up decorations for annual dance Assisted with fundraisers by selling seasonal items 2009-2013 Volunteered at Alief parks Cleaned Alief Cemetery Improved Alief community by planting trees Beautified parks by cleaning garbage off grass Educational Projects Fall 2015 J-Vibe Online Magazine Developed a successful marketing plan for a new business Spring 2014 DePelchin Children's Center Supported the spread child abuse awareness by interacting with hundreds of people and informing them about various facts

Additional Information

- ACTIVITIES Volunteer Activities 2009-Present Volunteers at Alief Early College High School Participates as motivational speaker for younger students Assists in students' extracurricular activities 2009-2013 Volunteered at the church of St. Cyril of Alexandria Waited tables during Thanksgiving Organized and set up decorations for annual dance Assisted with fundraisers by selling seasonal items 2009-2013 Volunteered at Alief parks Cleaned Alief Cemetery Improved Alief community by planting trees Beautified parks by cleaning garbage off grass Educational Projects Fall 2015 J-Vibe Online Magazine Developed a successful marketing plan for a new business Spring 2014 DePelchin Children's Center Supported the spread child abuse awareness by interacting with hundreds of people and informing them about various facts

Skills

banking, CPR, Fluent in English, financial, inventory, Excel, Microsoft Office, PowerPoint, Word, Microsoft Word, Works, POS, retail, Spanish, phone