

Maxine Curry

Customer Service Supervisor

AREAS OF EXPERTISE

Stock management
Cash handling
Resource utilization
Issue resolution
Quality control
Team meetings

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine has a friendly face that inspires trust in customers, always gives service with a smile and treats everyone the same. She is determined to see customers walk away happy, and works very hard to meet the needs of her customers and even harder to be successful. As a true professional, she is committed to identifying issues at every touch-point and to providing the best service possible at all times. In her present role she has helped her employer to stay ahead of the competition and maintain their status as industry leaders. Right now, she would like to join a company who are looking for people who can make a real difference through their drive, experience and energy.

WORK EXPERIENCE

Company name – Location

CUSTOMER SERVICE SUPERVISOR Jun 2013 – Present
Responsible for organizing the Customer Service team's daily workload in a fair and efficient way, to ensure that all staff are fully prepared for the working day

Duties:

- Leading and maintaining a highly skilled team of Customer Service Representatives.
- Having answers ready for the most common questions customers are likely to ask.
- Take the time to find out a customers' expectations by getting feedback from callers.
- Completing all administrative duties related to the customer service department.
- Analysing customer transactions, correcting records and adjusting errors.
- Building and maintaining relationships with key customers and members of staff.
- Using feedback forms, surveys and questionnaires to find out what customers think.
- Going the extra mile to make customers and potential customers feel valued.
- Always saying 'thank you' to a customer at the end of a conversation.
- Dealing with customer enquiries by email, post and in person to get information from clients.

Company name – Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

Company name – Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Approaching customers in a way that is natural and fits the individual situation.
- Providing feedback to management concerning possible areas of improvement.
- Able to use appropriate words and tone when dealing with difficult customers.
- Able to work within broadly established guidelines and processes.
- Fully aware of all relevant data protection legislation and confidentiality issues
- Watching out for verbal and non-verbal signs that a customer is unhappy.

ACADEMIC QUALIFICATIONS

Nottingham University 2008 – 2011
BSc (Hons) Sales Management

Coventry Central College 2005 – 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

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Table of Contents Sample Customer Service Supervisor Resume

1. Understanding the eBook Sample Customer Service Supervisor Resume
 - The Rise of Digital Reading Sample Customer Service Supervisor Resume
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Customer Service Supervisor Resume
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Customer Service Supervisor Resume
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Customer Service Supervisor Resume
 - Personalized Recommendations
 - Sample Customer Service Supervisor Resume User Reviews and Ratings
 - Sample Customer Service Supervisor Resume and Bestseller Lists
5. Accessing Sample Customer Service Supervisor Resume Free and Paid eBooks
 - Sample Customer Service Supervisor Resume Public Domain eBooks
 - Sample Customer Service Supervisor Resume eBook Subscription Services
 - Sample Customer Service Supervisor Resume Budget-Friendly Options
6. Navigating Sample Customer Service Supervisor Resume eBook Formats

- ePub, PDF, MOBI, and More
- Sample Customer Service Supervisor Resume Compatibility with Devices
- Sample Customer Service Supervisor Resume Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Customer Service Supervisor Resume
 - Highlighting and Note-Taking Sample Customer Service Supervisor Resume
 - Interactive Elements Sample Customer Service Supervisor Resume
- 8. Staying Engaged with Sample Customer Service Supervisor Resume
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Customer Service Supervisor Resume
- 9. Balancing eBooks and Physical Books Sample Customer Service Supervisor Resume
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Customer Service Supervisor Resume
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Customer Service Supervisor Resume
 - Setting Reading Goals Sample Customer Service Supervisor Resume
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Customer Service Supervisor Resume
 - Fact-Checking eBook Content of Sample Customer Service Supervisor Resume
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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