

MICHELLE RIVERA

ACCOUNT SERVICE REPRESENTATIVE

PROFILE

A self-motivated Entry Level Account Service Representative committed to working in fast-paced environments while maintaining quality standards. Adept at learning new concepts and applying acquired knowledge of basic business functions. Specialize in astute observation with diligent attention to detail. Effectively answer questions regarding customer accounts, sell products and services, update account information, customer records.

CONTACTS

☎ 234.258.7005

✉ michelle@email.com

📍 Street, State, ZIP, Country

CORE SKILLS

- Customer Service
- Problem-Solving
- Detail-oriented
- Communication
- Transactions Performance
- Cash Management
- Database
- Information Gathering
- Negotiation
- Information Updating
- Customer Records

EDUCATION

- **Bachelor of Science** **State University, New York, USA**
2000-2005 *Business Department*

WORK EXPERIENCE

- **Account Service Representative**

February 2016-
Present

BIG COMPANY, New York
 - Participate in special workshops for interns involving simulated client situations and issues.
 - Complete a summer internship program while working with experienced Account Representatives.
 - Enter client information into a database and confirm the accurate entries.
 - Compile account-related information and check recorded data for accuracy.
 - Handle basic duties such as collecting account information.
- **Account Representative Intern**

September 2015-
January 2016

TECHNOLOGIES, New York
 - Provided excellent customer service while servicing accounts.
 - Followed industry and company guidelines when effectively performing transactions.
 - Ensured that transactions performed to the highest standard and accuracy.
 - Cross-trained in multiple disciplines including cash management, transfers, and new accounts.
 - Efficiently monitored and followed up quote submissions.

ADDITIONAL EXPERTISE

- 6+ years Microsoft Office – Word and Excel
 - 3+ years Quick Books
 - 65 WPM Typist
-

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H Kauffman



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