

Kelly Timmins
123 Elder Street
New York
999-999-9999
kellytimmins@xyz.com

Objective: Interested in the position of a technical customer support agent with a reputed call center.

Experience: GPL Call Center New York

Technical Customer Support Representative 3/3/2009 to Present

- Checked to ensure that appropriate changes were made to resolve customers' problems.
- Provided effective and consistent technical support to customers who called into the call center.
- Researched technical solutions in regards with customer queries.
- Obtained and examined all relevant information in order to assess validity of complaints and to determine possible causes, such as software or hard ware issues.
- Kept records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Recommended improvements in products, packaging, shipping, service, and billing methods and procedures in order to prevent future problems.
- Contacted customers in order to respond to inquiries and to notify them of claim investigation results and any planned adjustments.
- Resolved customers' service and billing complaints by performing activities such as exchanging merchandise, refunding money, and adjusting bills.
- Ordered tests that determined the causes of product malfunctions.
- Compared disputed merchandise with original requisitions and information from invoices, and prepared invoices for returned goods.
- Solicited sale of new and additional services and products.
- Referred unresolved customer grievances to designated departments for further investigation.
- Determined charges for services requested, collected deposits and payments, and arranged for billing.
- Completed contract forms, prepared change of address records, and issued service discontinuance orders, using computers.
- Conferred with customers by telephone and in person in order to provide information about products and services, to take orders and cancel accounts, and to obtain details of complaints.

Education: State University of New York

New York

Bachelors in Science

2009

Certifications: Microsoft Certified Professional
Microsoft Certified Systems Administrator
Cisco Certified Network Associate

References: Available upon request