

KRYSTAL WARD

10965 S GESSNER RD #721 · HOUSTON · TEXAS
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OBJECTIVE

To obtain a position as Food Server taking orders for food and beverages from customers and serve the requested items.

WORK OF EXPERIENCE

01-2009 -06-2011- Xerox Houston, Texas

Customer Care Specialist

Customer Service, Call-Center, Administrative Duties

- Serve customers by providing product and service information
- Resolve product and service problems.
- Open customer accounts by recording account information.
- Maintain customer records.
- Maintain financial accounts.

07-2007-11-2008- Interactive Response Tech Houston, Texas

Customer Service Specialist

Customer Service, Call-Center, Administrative Duties

- Recommend potential products or services to management by collecting customer information and analyzing customer needs.
- Data-Entry.
- Prepare product or service reports by collecting and analyzing customer information.
- Open customer accounts by recording account information.
- Maintain customer records.

Restaurant Experience-4yrs

Crew Staffing, All Team Staffing, Chili's Grill & Bar - Food server

EDUCATION

08-1996-06-2000 James Madison High School Houston, Texas -High School Diploma