

Amy Gordon

852 Ave D

San Francisco CA, 94130

amygordon372@gmail.com

(415)684-6150

Summary Qualifications:

Client-driven, quality-focused team player with proven track record of top performance

Strong knowledge of retail operations as well as inventory control

Known as a hands-on associate with strong knowledge of time management

Excellent customer service skills working with a wide variety of clientele

Objective:

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

Customer Service:

Years of customer service experience with the general public, as well as skilled in active listening. Able to consistently maintain a polite and professional manner when dealing with any customer complaints. Able to resolve the customer's problems in a reassuring way

Summary of work experience:

Applebee's restaurant

Demonstrated ability to communicate with staff and coworkers

Well-versed in maintaining organization

Highly skilled in interacting with guests in a professional manner

Hands-on experience in answering telephone and taking reservations well meeting the needs of all guest in a timely manner

Wal-Mart Corporation

Consistently maintains a positive attitude and enjoys helping people.

Articulating and understanding all issues of each guest and effectively understanding the needs of different backgrounds and temperaments.

Accurately record, remember, all discrepancies well being able to communicate detailed information to others.

Optical - CAL PIA Optical Modus Operand of grinding lens blanks to prescription specifications, mount lenses in metal, plastic, suspension rimless & drill mount frames.

Inspect mounted lenses for prescription compliance & ready for shipping. Optical

Machinery experience: Gerber One Step Blocker, Colburn 2113 Generator, Vippro-Vaush & Laum Generator, DTL Gerber Generator, Coburn Lensometer, AIT Handedgers, Vigor Lens Polisher.

CAL PIA-OPTICAL Ophthalmic Technician/ Blocker Tender 1500hrs

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Hello my name is Amy Gordon.

If you can utilize a well-qualified and motivated individual with a professional & proven work ethic, customer service skills, pleasant personality, and ability to work with people will benefit my employer and our customer, then I believe I will be a valuable asset to your team.

Enclosed you will find a copy of my resume outlining the many years of my work history as well as my educational experience. The positions I have required attention to detail & the flexibility to adapt too many different tasks & situations. As a result of these experiences, I have developed a highly professional level of patience & tact especially when dealing with different personalities & conflict resolution.

Thank you for your time and consideration. If you have any questions or would like further information, please contact me at the above address.

Sincerely,
Amy Gordon