

Joseph Atchan

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Customer Service Professional

Highlights of Qualifications

- Knowledgeable in working with customers and all levels of management
- Handled multifaceted clerical tasks (e.g., front desk reception, customer service, complaint handling, data entry, filing, records management and business correspondence)
- Performed scheduling and client relations for maintenance and construction activities
- Work effectively in a team environment independent of supervision to achieve objectives
- Strong team player who's punctual, creative, flexible, adaptive and cooperative
- Computer Skills – Internet, Microsoft Word, Point of Sale Computer/Database systems
- Drive company vehicles to pick up or drop customers
- Delivered important documents to required destinations
- Ensured that all deliveries have been signed and delivered to the correct recipient
- Kept vehicle clean and maintained at all times
- Performed preventative and regular maintenance on vehicle

Summary Experience

- Friendly attitude, detail orientated with strong customer service skills
- Established positive relationships with students, parents and administrative staff
- Scheduler for residential construction, handyman, general repair and maintenance
- Experience serving clients face-to-face and over the phone
- Effective Communication skills, good with customers and well organized

EMPLOYMENT HISTORY

Aramark, San Francisco, CA Kitchen Prep Assistant	2013 – 2014
Road way Packages Services, San Francisco, CA Driver	2012 – 2013
Real Foods, San Francisco, CA Courtesy Sales Clerk	2011 – 2012
Long Shoremen, San Francisco, CA Handyman / Apprentice	2000 – 2010
Frito Lay, Brisbane, CA Delivery Driver	1998– 2000
MV Transit Inc, San Francisco, CA Delivery Driver	1996 – 1998

EDUCATION

High School Diploma	Lincoln High School, San Francisco, CA	YEAR ???
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PROFESSIONAL REFERENCES UPON REQUEST
