

Christine Guillen

Customer Service Professional

Redlands, CA 92374

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Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Service Manager

Wal-Mart - San Bernardino County, CA - January 2013 to Present

Responsibilities

Create money orders, make transfers, handle large money drops, daily audits, and practice excellent customer service.

Accomplishments

Accomplished a promotion in a short period of time. Noticed for providing excellent customer service.

Skills Used

Multi-tasking, problem solving, organization, and thriving in a fast paced environment.

Onsite Manager

Select Staffing - San Bernardino County, CA - March 2010 to January 2013

Responsibilities

Payroll, job placement, supervised over 100 employees, monthly evaluations, and recruiting.

Accomplishments

Recognized as top producing branch in San Bernardino, exceeded monthly sales goals, contributed to growth in the company, and promoted in a short period of time.

Skills Used

Organization, multi-tasking, time management, and superior customer service.

Business Owner

Extreme Cleaning - San Bernardino County, CA - January 2004 to February 2010

Responsibilities

Employed and managed four employees, created safe and profitable work environment, serviced and maintained clientele while seeking new accounts.

Accomplishments

Maintained and continued to grow company monthly.

Skills Used

Entrepreneurial spirit, organization, strong work ethic, time management, and customer service.

EDUCATION

High School

Redlands

SKILLS

Microsoft Office, Salesforce

AWARDS

Employees of the month

March 2012

Received excellent customer service award and employee of the month by division manager

ADDITIONAL INFORMATION

Looking for longevity in a progressive company with room for growth where I can utilize my skills in customer service and management.