

## SAMPLE RESUME BUSINESS CARD 5

**(back of business card)**

### **RESPONSIBLE CUSTOMER SERVICE REPRESENTATIVE**

Ten years of experience in high-volume customer service call centers, including:

**The Walt Disney Company**, Overland Park, Kansas (1998-2005)

- Processed customer orders and catalog requests.
- Advised customers on service options according to their individual needs.
- Handled a fast-paced environment with a high volume of calls in manner satisfying customer needs and company policies.
- Proficient with various reservation and phone systems as well as the Internet.
- Excellent interpersonal communication skills.

**Languages:** English and French (conversational)

**Availability:** Immediate

**Outstanding References**

(913) 555-1234

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**MIKE JONES**

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**(front of business card)**