**[CSR](https://www.postjobfree.com/resume/ac56k6/csr-pine-castle-fl)**

**Location:**Pine Castle, FL, 32809

**Posted:**September 05, 2023

**Contact Info:**

jhemchak@gmail.com

407-491-7569

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**Subject:**Response to your resume CSR

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Job Description (optional) 



Bottom of Form

**Resume:**

8010 Presidents Drive

Jennifer Orlando,Fl 32809

407-491-7569]

Hemchak Jhemchak@gmail.com

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Objective:

Seeking employment in Customer Service with a respectable company that will allow me to gain

knowledge to further my career and advance within the company. As well as provide me with a

sense of accomplishment by being of assistance to others.

Skills

Customer service oriented Excellent communication skilss

Typing 40 wpm with high accuracy Multitasker

Detailed oriented Proficient in Microsoft Office, Outlook,

Word, PowerPoint, & Excel

Experience

Faneuil

Customer Service Representative

Sept 2017-Mar 2018

To provides efficient and effective service to customers and assist customers with the

application process for health care coverage.

Assist customers with online account support, account creation and submit tickets to

resolve any issues pertaining to the application process.

Utilize different course of actions to meet the needs of all customers.

Westgate Owner Relations

Customer Service Representive

April 2015-Dec 2016

Assisting owners in booking reservations

Helped owners make payments via telephone or online.

Answered general questions.

Assist new clients with the cancellation of timeshare contract

De-escalated calls all while delivering five star customer service.

GrassRoots America

Recepionist

Feb-2013-Jan 2015

Answer multiple lines and direct calls.

Collect and distribute mail,

Schedule/reschedule appointments.

Ensures all project documents are filed appropriately.

Maintain front office cleanliness and greet all visitors.

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