**TOM JOB**

Macon, GA

478-555-555, HireMe@gmail.com

**PROFILE**

**Self-motivated** employee with desire to succeed in the **Technology** field. **Extensive track record** in demanding sales and service settings. Excels in fast-paced work environments. Endeavors to exceed the standards set by company leaders. **Strong presenter** and **communicator.** Work effectively and productively with diverse customers. Strong work ethic and exceptional interpersonal skills.

**CORE COMPETENCIES**

* Proficient in Microsoft Office and POS System
* Multi-line Phone Operations and General Office Equipment
* Customer Relations
* Outstanding Time Management Skills
* Excellent and Written and Verbal Communication

***Certifications***

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| --- | --- | --- |
| * Cybersecurity Fundamentals | * Network Technician |  |
| * Computer Hardware Specialist | * CompTIA A+ Certified Prep |  |
| * Technical Studies Certificate | * Medical Assistant Receptionist |  |

**EDUCATION**

**Associates Degree in Cybersecurity (2024)**. Central Georgia Technical College,Macon, GA

**Diploma, Computer Support Specialist (2022).** Central Georgia Technical College**,** Macon, GA

**High School Diploma.** Crawford County High School, Roberta, GA

**EMPLOYMENT HISTORY**

**Home Depot, Warner Robins, GA. Sales Associate December 2023 - Current**

* Welcome and direct customers.
* Grow sales via product explanation and recommendations. Received multiple Quarterly Sales Awards.
* Receive customer payments, assure accurate financial transactions.

**Bank of America, Perry, GA. Customer Service Representative July 2020 - October 2023**

* Managed customer complaints and provided appropriate solutions. Followed up to ensure resolution. Reduced 2nd request complaints by 75%.
* Initial contact for customers with statement questions.
* Responsible for maintaining accurate customer records.

**Peidmont Healthcare, Macon, GA. Medical Assistant Internship November 2023**

* Assisted physicians by preparing patients and equipment for EKGs, phlebotomy and pulmonary function tests.
* Performed regular vision and hearing test, utilizing appropriate equipment.
* Prepared treatment rooms for patient examinations.
* Monitored patients, including taking vital signs and weight.
* Assured high level of accuracy in data entry / research when documenting medical histories.

**REFERENCES AVAILABLE UPON REQUEST**