

# Jane Jones

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## Jane Jones

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## Objective

New graduate seeking position as a customer success agent. Capable of multitasking, keeping records on past customer sales and following up with customers about questions and concerns.

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## Education

**High School Diploma**, SEPTEMBER 2016 – MAY 2020  
Sandy Springs High School, SANDY SPRINGS, GA  
GPA 4.5

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## Professional Experience

### Cashier / Twistee Treat

JUNE 2019 – PRESENT, SANDY SPRINGS, GA

- Received and accurately inputted up to 150 customer orders per shift
  - Supported other teammates to keep overall ticket times down
  - Balanced register at the end of each shift
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## Other Experience

### 5th Grade Math Tutor / Lakewood Academy

AUGUST 2017 – MAY 2018, GAINESVILLE, GA

- Assisted 5th grade students with troubleshooting errors in previously completed problems
  - Went over current material such as algebra and geometry formulas to reinforce learning
  - Managed group of 4-6 students during group study time
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## Key Skills

- Excellent Interpersonal and Communication Skills
- Attention to Detail
- Experienced in Developing and Conducting Presentations
- Able to Follow Up and Handle Complaints and Questions
- Proficient in a Variety of Software Programs, including: Spreadsheets and Word Processing