**Jennie Doe**

**123 Anywhere Drive, #208, Plant City, FL 33563**

**813.999.1234**

[**Jenniedoe2000@gmail.com**](mailto:Jenniedoe2000@gmail.com)

***Customer Service Professional***

**Profile**

Customer service professional with over two years of success with skilled leadership qualities. I have a marketing background, with strengths in Public Relations and skilled in post creation on multiple social media platforms.

***Technology:***

Windows and Mac, MS Word/Excel/Outlook, Social Media Platform Expertise

**Professional Background**

**Burger Maker Inc., Plant City, FL 2020 – 2023**

**Customer Service / Assistant Shift Manager**

Selected for crucial leadership assignments for this major restaurant corporation in the Plant City area.

* Served as Shift Manager with a successful record of new employee training.
* Strong accomplishments in team building
* Expertly tracked daily sales performance to increase revenues through up-selling and seasonal promotions
* Drove an exceptional customer service culture
* Strategized, and assisted in the rolled-out of improved workflow procedures.
* Helped to maintain a clean and organized facility

**Education / Training**

Plant City Senior High School Class of 2021 – Honors

Life Christian University

Associate of Arts, Theology 2022

Jack Myers Ministries - International Missions Team

**Volunteer Involvements**

Life Family Church = Ministry of Service Team