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| Jane Doe | | |
| Summary  Enthusiastic and customer-focused individual seeking to leverage strong communication skills in a Customer Service Representative role. Eager to contribute to team success and enhance customer satisfaction.  Work Experience  **Customer Service Intern Jun 2022 – Aug 2022**  XYZ Retailers Springfield, IL   * Assisted customers with inquiries and resolved issues, achieving a 95% satisfaction rating. * Documented customer feedback to improve service processes and product offerings.   **Sales Associate Sep 2021 – May 2022**  ABC Store Springfield, IL   * Provided exceptional customer service, resulting in a 20% increase in sales during special promotions. * Managed inventory and performed data entry tasks to maintain accurate stock levels.   Education Associate of Arts Jan 2022 *Springfield Community College**Springfield, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Communication  Problem Solving  Time Management  Active Listening  Adaptability  Basic Computer Skills  Team Collaboration  Conflict Resolution  Data Entry  Customer Relationship Management |