

LINSEY L SMITH

1800 Nations St, Oklahoma City, OK 73115
405.248.xxxx – l.smith@gmail.com

Customer Service Professional

Utilizes professionalism, courtesy, and problem solving skills to meet and exceed the needs of customers and to maintain a positive customer/company relationship. Excellent prioritization, time management, and organizational skills. An individual who is detail oriented, strives to provide accurate and reliable information and who communicates effectively with customers, team members, and leadership.

Other proficiencies: Microsoft Word, Excel, PowerPoint & Access, ten-key operations, multi-line telephone system operations, operations of scanner and fax machines.

EMPLOYMENT EXPERIENCE

Customer Care Associate - AT&T Call Center
Oklahoma City, OK

September 2013- present

Employment Training Specialist - International Training Center
Oklahoma City, OK

February 2013- September 2013

Claims Assistant - AGF Insurance
Oklahoma City, OK

September 2011- February 2013

Mail Delivery Clerk - University of Oklahoma
City, OK

March 2008- March 2010

Teacher Assistant - Liberty Child Development Center
City, OK

April 2006- October 2006

EDUCATION

Bachelor's of Science, Psychology – University of Central Oklahoma

2011

COMMUNITY ACTIVITIES

Relay for Life OKC volunteer, 2013 & 2014

LifeChurch nursery worker, 2014

Little-league soccer coach, 2013

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REFERENCES

Tiffany James
Lawton Public Schools
Mailing Address
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Jennifer Sears
Diva Design Interiors
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