

Danielle Perez

I am a customer service receptionist with over two years of experience in retail and administrative support. I excel at managing customer inquiries, processing transactions, and maintaining a welcoming environment.

CONTACT



(555) 444-5555



danielle.perez@example.com



LinkedIn



Miami, FL 33101

KEY SKILLS

- Customer service
- Transaction processing
- Appointment scheduling
- Communication

EDUCATION

May 2021 | Associate Degree in
Business Administration

Miami Dade College, , Miami, FL

PROFESSIONAL EXPERIENCE

Receptionist | Sunshine Retail | Miami, FL
August 2022 – Present

- Greeted and assisted an average of 60 customers daily, ensuring an efficient check-in process.
- Managed appointment scheduling and handled transactions with high accuracy.

Customer Service Associate | Miami Mall | Miami, FL
May 2021 – July 2022

- Processed over 150 transactions per day and improved customer satisfaction through prompt service.