|  |  |  |
| --- | --- | --- |
|  |  | JORDAN ELLIS |
| 💼 Profile Innovative and solution-oriented Customer Service Expert with comprehensive experience in streamlining customer service procedures, enhancing customer experience, and improving team productivity. Aiming to leverage a unique blend of technical skills and customer service expertise in a vibrant team environment, fostering organizational growth, and continued learning. Contact 📍 Seattle, WA  PHONE:  📞 (123) 456-7891  WEBSITE:  🔗 www.Personal-Website.com  EMAIL:  📧 jordanellis@email.com Hobbies (Optional) Volunteering  Puzzle Solving |  | 🎓 EDUCATION **Seattle Community College**  2016  Associate Degree in Business Administration 📊 WORK EXPERIENCEGadget Store | Customer Support Specialist Oct. 2019 – Present  • Improved customer inquiry handling, enhancing customer satisfaction by 15%. 🏆 Certifications & SKILLS  * 🏅 Customer Service Certification (CSC) * 📜 Certified Customer Service Experience Professional (CCEP) * 📊 CRM Mastery * 💬 Stellar Communication * ⚡ Swift Conflict Resolution * 🤝 Team Synergy |