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## **Eileen Tambor**

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Portland, Oregon 97894

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### **OBJECTIVE**

Customer Service Representative

### **QUALIFICATIONS**

#### **CUSTOMER SERVICE**

- Received "Outstanding Customer Service Award of the Year"
- Dealt with up to 100 customers daily
- Assisted customers in locating merchandise and making purchasing decisions
- Increased monthly sales approximately \$1,000 by utilizing add-on sales techniques
- Demonstrated interest in customers by carefully listening for their key concerns and resolving their problems
- Effectively handled irate customers and complaints in a friendly, patient manner

#### **MERCHANDISING/MARKETING**

- Assisted manager in analyzing sales and marketing trends for purchasing seasonal merchandise
- Designed creative window and in-store displays to increase sales
- Created innovative promotional materials
- Stocked, priced, and inventoried merchandise

#### **ADMINISTRATIVE**

- Produced daily, weekly, and monthly sales reports
- Balanced cash drawer with consistently high level of accuracy

### **EMPLOYMENT HISTORY**

**Retail Associate** – Nordstrom's, Portland, OR, 1999-2001

**Retail Sales Representative** – Wal-Mart, Newport, OR, 1998-99

**Waitress** – Mo's Restaurant, Newport, OR, 1995-97

### **EDUCATION AND TRAINING**

Numerous seminars on Sales and Customer Service  
A.A.S., Graphic Design - Portland Community College, will graduate June, 2003

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