James Millwood



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 0418 482 010





Boronia

PERSONAL SUMMARY

Experienced and motivated customer service specialist with good communication skills, looking for employment in the same field. I have a strong Microsoft office knowledge, committed and a genuine team player. I am available for immediate start.

ACCREDITATIONS / EDUCATION / SKILLS

* Certificate IV in Customer Contact 2012
* Certificate II in Information Technology 2008
* Excellent communication skills and customer focused
* Data Entry skills
* Excellent Computer skills

EMPLOYMENT HISTORY

**2010 -2013**

Administration Assistant

**Warehousing Equipment (Ware quip)**

* Maintaining Customer Database
* Producing Staff Newsletter
* Preparing Sales Information for Products

**2008 – 2010**

Customer service – Call centre Operator

**Wheelchair Sports Victoria**

* Cold calling (outgoing calls)
* Fundraising

**2009**

Store Assistant

**DVD’s Boronia**

* Shelves Stacking
* Label Printing
* Categorising DVD’s

**2008**

Administration Assistant

**St. John’s Ambulance Service**

* Database Maintenance including Data Entry
* Filing

REFERENCES

Available upon request