



MASON WILSON

Customer Returns Clerk

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(123) 456-7899
Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

DIY Projects Crafting

Meditation History

STRENGTHS

Humility Innovation

Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Improved return processing time by 20% through streamlined workflows.
- Achieved a 95% customer satisfaction rate by resolving return issues promptly.
- Reduced return discrepancies by 30% by implementing a new tracking system.

PROFESSIONAL SUMMARY

Results-oriented Customer Returns Clerk with 10 years of experience in managing complex return processes and ensuring customer satisfaction. Adept at coordinating with vendors, resolving discrepancies, and streamlining operations to enhance efficiency. Proven ability to maintain precise records and implement effective solutions that drive organizational success.

WORK EXPERIENCE

- Customer Returns Clerk** Feb / 2019-Ongoing
WidgetWorks Inc., Denver, CO
- Managed end-to-end return processes, ensuring compliance with company policies.
 - Coordinated with vendors to resolve discrepancies and ensure timely product returns.
 - Maintained accurate records of returned items and processed customer credits efficiently.
 - Trained team members on best practices for returns handling and customer service.
 - Monitored and analyzed return trends to identify areas for process improvement.
 - Developed and maintained a filing system for return documentation.
 - Facilitated communication between departments to improve overall return management.

- Returns Clerk** Feb / 2015-Feb / 2019
Silver Lake Enterprises, Seattle, WA
- Processed product returns for flooring materials, ensuring accurate credit issuance.
 - Inspected returned items for damage and quality, maintaining high standards.
 - Utilized forklift for efficient loading and unloading of returned merchandise.
 - Entered data into the AS400 system, tracking return quantities and vendor credits.
 - Resolved customer claims by verifying product conditions and processing refunds.
 - Maintained cleanliness and organization of the returns area to promote safety.

EDUCATION

- Associate of Applied Science in Business Management** Feb / 2012-Feb / 2015
Springfield College, Toronto, ON
- Focused on operational management and customer service strategies.

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