# TH

#### CHARCTIVE

I am a friendly, bilingual customer tenvice representative with many years of experience working in the industry. Detail-oriented professional with positive attitude and excellent verbal and written communication skills. I have extensive knowledge and experience in a variety of customer service softwares. An energetic team player wising to continue my career ensuring customer satisfaction.

#### SKILLS

- Organizational skills.
- Time management.
- Adaptability
- Leadership:
- Microsoft Excel
- Attention to detail

#### LAMOUAGES

- Emplish I Notive:
- Spanish I Advanced.
- German I Advanced

#### CONTACT INFORMATION

- thomashampton@gmail.com
- 12 Main Street, Washington, DC 20229
- (212) 555-1212
- ED Jun 23 1965
- @ American
- Th linkedin.com/thomashampton

CUSTOMER SERVICE

# Thomas Hampton

#### EXPENSENCE

#### CUSTOMER SERVICE

FEB 2018 - PRESENT

APEX CORPORATION. WASHINGTON DC.

- Responded to 100 + emails a day: solving any issues, assisting clients with any questions, processing refunds and offering personalized responses.
- Worked on team projects for new products and services available to clients.

#### CUSTOMER SERVICE

JAN 2013 - FEB 2018

AIRBNB, WASHINGTON DG.

- Helped train new employees to comply with Airbrib's oustomer service expectations.
- Worked on implementing new services to attract new potential clients.

#### CUSTOMER SERVICE

FEB 2012 - JAM 2013

UNIX CORPORATION, WASHINGTON DC.

- Assisted customers with inquiries, issues and concerns by providing relevant information in English and Spanish
- Managing the budgeting and forecasting process.

#### EDUCATION

#### ADVANCED FINANCIAL ACCOUNTING

JUL 2016 - DEC 2016

GEORGETOWN UNIVERSITY. WASHINGTON DG.

Advanced principles and concepts of financial accounting.

#### AUDITING

JUL 2015 - DEC 2015

GEORGETOWN UNIVERSITY. WASHINGTON DC.

 Principles and practices of auditing, including the role of the auditor, the audit process, and the detection and prevention of fraud.

#### MANAGERIAL ACCOUNTING

JUL 2014 - JUN 2014

AMERICAN UNIVERSITY, WASHINGTON DC.

· Accounting information for internal decision-making and planning.

#### BACHELOR OF COMMUNICATIONS

JAM 2008 - MAY 2013

AMERICAN UNIVERSITY, WASHINGTON DC.

Introduction to the principles and concepts of financial accounting.

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**Al Profit Lab** 

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TOP SECRET Resumes & Cover Letters, the Third Edition Ebook Steven Provenzano CPRW/CEIP,2012 As seen on in CNBC CNN WGN The Wall Street Journal and endorsed by The Chicago Tribune the new edition of Top Secret Resumes is now the complete career marketing tool for all job seekers This is the only book of its kind that includes a free consultation by the author Includes more than 100 high impact Resumes and Cover Letters for virtually all professions 250 8 5 x 11 pages total Bonus includes tips on effective Linkedin Profiles Networking Career Marketing Interviewing and Online Resources Covers Executive Positions Technical Non Technical Management Engineering IT Software Hardware design Sales and Marketing Teachers Nurses HR Public Relations and more many with documented results Steven Provenzano s books have sold more than 100 000 copies and remain essential guides for serious job seekers. He has written more than 5000 resumes for clients worldwide for over 20 years and the full cost of this book is reimbursed with any resume writing service by the author at https Execareers com AI Side Hustle Essentials 2 Books in 1 AI Profit Lab, Turn ChatGPT and AI into your personal profit making machine and start building passive income today with minimal time and effort Are you tired of hustling endlessly with little to show for it Struggling to find the time energy or expertise to create reliable income streams Frustrated by side hustle ideas that overpromise and underdeliver Imagine a smarter way to make money one that works for you instead of the other way around This two in one bundle combines the expertise of The Complete Guide to Passive Income with AI and Profitable Side Hustles with ChatGPT to help you unlock the full potential of artificial intelligence Discover step by step methods to create scalable low effort income streams and build a reliable AI powered business Inside you ll learn Proven AI powered business models that generate passive income Step by step guides to creating and selling digital products Automation techniques to save time and maximize profits Unique side hustle ideas from content creation to virtual assistant services Marketing and scaling strategies to turn ChatGPT into your ultimate business partner This comprehensive guide gives you everything you need to start earning more working less and building a future proof business Stop wasting time on outdated ideas Grab AI Side Hustle Essentials 2 Books in 1 now and start making money the smart way today Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to

write more than 1500 resumes for all of SAP America's domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover Nursing Resume Templates and Job Guide by Nurse Sarah Nurse Sarah, 2023-11-05 Nursing Resume Templates and Job Guide by Nurse Sarah This updated eBook guide template bundle will walk you step by step through the entire nursing job process You ll learn how to do the following Create a stunning resume and matching cover letter 16 professionally designed templates included with eBook that you will download the instructions on how to download are found in the last chapter Ace your nursing job interview with the most common job interview questions includes sample answers Getting letters of recommendation putting together your nurse portfolio Tips for finding your first nursing job and getting hired fast Tips to transition from nursing student to new nurse talking to doctors common struggles etc Advancing in your career And more see table of contents As an extra bonus you will get in the eBook 3 of Nurse Sarah s cheat sheets common antidotes lab values and medication administration routes abbreviations Nurse Sarah BSN RN is the lead educator for the RegisteredNurseRN brand Her YouTube channel has over 2 6 million subscribers and hundreds of millions of views from around the world Top Secret Executive Resumes, Updated Third Edition Steven Provenzano CPRW / CEIP,2021-03-03 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America's domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover The Engineer's Career Guide John A. Hoschette, 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples

Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead **Google Resume: An Easy** Guide to the Best Features Bill Stonehem, 2016-08-10 Since its inception the name Google has become synonymous with information and know how Users are able to tap into the mega search engine to ascertain details from the most minute to the most complex and be afforded a wealth of information In continuing the trend of meeting consumer needs the owners of Google have introduced Google Resume Google Resume is a professional resume building assistant that can be accessed and utilized for that all important resume creation The process is seamless and timely and the end result professional and trendy The new feature offers users a plethora of resume templates from which to choose This provides options that enable users to personalize the resume process selecting templates to complement the position being applied for as well as to suit their individual personality **Top Secret Tips: How to Crush Federal Resumes** joseph mercer, 2020-03-15 That Actually Make Money: Passive vs. Active Income Ikechukwu Kelvin Maduemezia, 2025-08-19 Not all side hustles are created equal some drain your time while others build wealth quietly in the background Side Hustles That Actually Make Money helps you separate hype from reality by exploring proven opportunities that deliver results This book breaks down the difference between active hustles like freelancing or driving for rideshare apps and passive ones like digital products investments or rental income With real world examples income breakdowns and practical steps to get started you ll learn how to choose the right hustle based on your skills resources and lifestyle goals It s not about chasing every shiny trend it s about focusing on sustainable profitable options that fit your long term vision Whether you need extra cash to pay off debt or want to build financial independence this book equips you with the knowledge to pick side hustles that truly pay off

Knock 'em Dead 2017 Martin Yate,2016-10-01 Take control of your job search with proven strategies for success New York Times bestseller Martin Yate has helped millions of people turn their lives around by finding great jobs and managing their career progress Whether you re looking for a first job re entering the market or planning a career change Yate s unique Target Job Deconstruction method provides you with a roadmap to professional success utilizing the latest job search strategies for the digital age This new edition of his classic guide explains everything from building a keyword rich online profile to social media networking to accepting an offer You ll also learn how to Create resumes that get results Maximize your LinkedIn profile for optimum discoverability Get the most out of career sites like Glassdoor and Indeed Turn job interviews into job offers Negotiate the best salary and benefits package Manage a career and climb the ladder of promotion Knock em Dead 2017 will help you navigate the changing job search market land your dream job and be better prepared to navigate the twists and turns of a long career The Occupational Outlook Handbook, 1996-1997 U S Dept of Labor,1996-05 A reprint of the U S Dept of Labor s Occupational Outlook Handbook 1996 97 edition Knock 'em Dead Martin Yate,2017-12-05 Completely updated with new material this bestselling job search guide can help you keep up with

changes in the job market from updating the language of your resume to using social media networking to make professional connections that are essential in finding new employment opportunities For more than thirty years Martin Yate s Knock em Dead series has helped millions of people succeed in their job search and has continued to be one of the most powerful in the field constantly meeting the challenges of the modern marketplace In Knock em Dead you ll learn to create a resume that works build strong profession relevant networks and develop street smart strategies for getting more interviews and learning how to turn those job interviews into job offers More than a job search guide you ll have a blueprint for becoming more successful while gaining the ability to control your professional destiny and your economic security. This unique book gives you a practical thoughtful and carefully integrated new approach to successful career management in an age of uncertainty Rather than a series of canned answers this book is your gold standard for job change professional growth and a successful A Man's Guide to a Nursing Career Chad O'Lynn, 2012-10-23 Named a 2013 PROSE Award Honorable Mention in Nursing and Allied Health Sciences Winner of the Dr Gene Tranbarger Writing Award from the American Assembly for Men in Nursing Though O Lynn emphasizes a male perspective on becoming a nurse this book should be required reading for anyone thinking about entering the nursing profession. The section on nursing education from the perspective of both students and instructors is worth the price of the book Highly recommended Choice Current Reviews for Academic Libraries I love this book It has inspired and motivated me to continue to do something for men in nursing at the college where I teach as well as for men in our delivery rooms and postpartum units We need to move beyond women and children and include men as fathers to truly promote wellness for families Janet Ierardi MSN RNC CNE Assistant Professor Family Focused Nursing Lawrence Memorial Regis College Nursing Program This is a nuts and bolts guide to a career in nursing from the earliest consideration of a nursing career through education and clinical practice designed specifically for men Written by the author of Men in Nursing History Challenges and Opportunities it was created at the request of numerous colleagues for a book that addressed the practical needs and concerns of men throughout their nursing career journey The text presents the numerous career paths available in nursing along with a consideration of their financial benefits job security personal fulfillment and the need for nurses who are adept at information management and high tech skills The history of nursing is discussed through biographies of nine remarkable male nurses offering much needed historical role models The guide discusses strategies for dealing with a rigorous nursing curriculum compounded by the challenges of anti male sentiment that is sometimes present It takes the reader from day one of nursing school through the licensing exam and also addresses the specific needs of second degree and accelerated program students The book discusses the obstacles that may result from cross gender nursing communication and relationships with a focus on teamwork Also covered are professional development and leadership concerns in light of criticism from some women that men advance for self serving reasons or on the backs of women colleagues Key Features Discusses how to navigate the rigors of nursing

school along with strategies for success Explains how cope with anti-male sentiment Describes how to create an application that stands out from the pack Helps male students to boost caring skills and touch patients in ways that reflect professionalism empathy and skill Includes helpful advice for landing a first job Managing Your Career in Nursing Frances C. Henderson, Barbara O. McGettigan, 1994 Career options have never been more complex or diverse Students staff nurses nurse administrators managers entrepreneurs and career counselors need expert career management to survive in the rapidly changing health care marketplace Here is a hands on workbook and a complete overview of current management strategies This practical resource provides nurses at all levels a solid base from which to direct their personal and professional growth Portfolios for Interior Designers Maureen Mitton, 2010-09-03 The complete guide to portfolio development for interior designers It's a widely known fact that interior designers need a strong visual presence in the form of a well crafted professional looking portfolio Surprisingly however many interior designers aren t equipped with the expertise required to organize and unify their work in a fashion that optimally conveys their talents and skills Portfolios for Interior Designers helps demystify the process by guiding the reader toward mastery in assembling a winning portfolio It delivers essential step by step instruction presented in a manner that shows interior designers how to properly and effectively display their designs This book also includes Color and black and white illustrations showing portfolio elements and options Graphic design concepts necessary for portfolio development Specific information for the design of digital portfolios Supplemental teaching resources that direct readers to a companion Web site Useful tips on the ways that popular graphics software applications can be best implemented for certain portfolio elements Samples of cover letters and resumes along with discussion of job search procedures With the aid of real world examples Portfolios for Interior Designers examines how a portfolio can be used as an effective tool for communicating with clients and other professionals A much needed guide this book eliminates the uncertainty surrounding portfolio development so that interior designers can showcase their abilities success fully and land the next job **Empower Your Job Search with AI Chatbots** Mindscape Artwork Publishing, Mauricio Vasquez, 2024-02-14 Struggling to navigate the job market Unlock the power of artificial intelligence AI to fast track your career search and land your dream job Seeking the ultimate job hunting gifts or job search motivation Picture a 24 7 personal career coach to guide your job search journey What if your coach could craft standout resumes optimize your LinkedIn prep you for interviews and much more This book is your AI powered personal job search coach to transform your job hunt It includes prompts for budgeting health dimension change management self discovery elevator speech LinkedIn networking cover letters resumes interviews communication skills job offer negotiation career management and more Inside You Will Find 1 136 POWERFUL PROMPTS it s an innovative tool crafted to transform your job search Merge AI power with practical strategies to save time and boost your odds of securing your dream job The One Page CV Paul Hichens, 2013-11-07 Six seconds that s how long your CV will be considered before it s consigned to the bin forever If

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