

Robert Smith

Warranty Specialist

PERSONAL STATEMENT

Outgoing, energetic Warranty Specialist professional with the ability to master new tasks quickly, work on multiple assignments and manage rapidly changing assignments in a fast-paced team/individual environment. Driven to achieve business objectives, going above expectations of employer. Excellent communication skills and a positive demeanor.

WORK EXPERIENCE

Warranty Specialist

ABC Corporation - September 2015 - October 2015

Responsibilities:

- Interacted with customers in a respectful manner by providing relevant information which creates mutual understanding of any corrective action needed.
- Self-managed assigned work schedules and work orders.
- Completed and submitted required paperwork that is neat, accurate, thorough and timely.
- Kept team members informed of customer interactions and actions taken.
- Followed established Renewal by Andersen process, making recommendations for process improvement.
- Coached, trained and supported service team members.
- Revised daily quality reporting program to include all customers and provide tracking of key quality issues.

Warranty Specialist

Delta Corporation - 2012 - 2015

Responsibilities:

- Processed warranty orders, analyzed claims for replacement parts, authorized payments for claims, sent out replacement parts, processed mail, .
- Provide quality claim handling for customers with a focus on exceptional customer service in the call center and field operations - Handle Part .
- Provide customer service to customers calling in to make inquiries by phone about statement questions.
- Update & ensure accuracy of customer account information.
- Set up service calls for those issues that required more troubleshooting.
- Troubleshoot printers, laptops, computers and major appliances over the phone.
- Provided dealers with both telephone and email warranty service information and return merchandise authorization if deemed necessary.

Education

Associates Of Science

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Tale-o,
People soft,
MSP, Mainframe.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
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Resume Template This Week Warranty

Wolfgang Guggemos



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Resume Template This Week Warranty: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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