Alex Morgan

Fictional applicant — demonstration CV

alex.morgan@example.com | Dublin

PROFILE

Helpful customer service assistant looking for a new opportunity. Organised and comfortable working with other people.

EXPERIENCE

Customer Service Assistant | Willow Retail | June 2022 to September 2026

Answered customer emails and calls. Kept records in Excel and helped new starters.

Worked with colleagues to follow up delivery enquiries.

Shop Assistant | Meadow Books | January 2020 to May 2022

Helped customers find books and handled till transactions.

EDUCATION

Higher Certificate in Business | Elm College | 2019

SKILLS

Customer enquiries, email, telephone support, Excel, teamwork.

No Zendesk experience.