

# Rebecca Pautz

Administrative professional with a passion for providing excellent customer service.



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Dover PA United States

## SUMMARY OF QUALIFICATIONS

Although I have a diverse skill set, my job history has one aspect in common: some form of customer service. I have great interpersonal skills and thoroughly enjoy working with people. I find it fulfilling to be able to provide a customer with a great customer service experience. I am a self motivated, creative and friendly individual with experience in small business management, sales, excellent written and oral communication skills, public speaking, customer service, basic computer skills. I am seeking a work at home position utilizing my computer and customer service skills.

## EDUCATION

Red Land High School | [http://www.wssd.k12.pa.us/red\\_land.cfm](http://www.wssd.k12.pa.us/red_land.cfm) | Lewisberry, PA | From Sep 1990 to Jun 1994

High School Diploma

Graduated 1994

## EXPERT SKILLS TESTS RESULTS

Name of Test	Score	Percentile	Date Taken	Average
Computer Aptitude Test	74%	74%	05/20/2017	59%
Computer Skills Test	75%	80%	05/20/2017	60%
Customer Service Test	87%	69%	05/19/2017	78%
IQ Test	75%	92%	05/20/2017	48%
Office Skills Test	75%	68%	05/19/2017	64%

## JOB SEARCH DETAILS

- **Categories of Interest:** Appointment Setting, Virtual Admin, Inbound Call, Customer Service, Data Entry
- **Job Types:** Employee, Freelance, Temporary
- **Schedules:** Full-Time, Part-Time, Flexible Schedule, Alternative Schedule
- **Level of Telecommuting:** 100% Telecommuting
- **Start Date:** Two Weeks
- **Availability:** Flexible
- **Maximum Hours/Week:** 20-30
- **Job Flexibility Preferences:** Part-Time Schedule, Telecommuting, Freelancing Job
- **Career Level:** Entry-Level
- **Highest Education Level:** High School Degree