EXAMPLE RESUME - not a real person

Ana Reyes
Saint Petersburg, Florida
(727) 555-0148 ana.reyes@email.com

Applying for Level 1, Intake
KenNick Technologies L.L.C. / VECTOR Support

Summary
Desk worker who writes a full note and sends the case to the right level. English and Spanish, on the phone and in writing.

Languages
English, professional. Spanish, native.

Skills
Call notes. Case routing. Calm conversation. Shift attendance. Written English and Spanish.

Qualifications for this job
Writes who, where, and what happened before ending the call. Knows a safety matter is not a map setting. Does not decide money or close a safety case.

Experience
Guest desk, hotel, Tampa. 2023-2026.
Took calls, wrote the problem, and passed safety and billing to the right office.

Education
High school diploma. Pinellas County, 2022.

Upload a PDF or a clear scan in this shape.