

# Christine Garrick

38 Oakmont Drive, Dawsonville, GA 30534

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## Professional Summary

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Customer Service focused professional with solid qualifications in maintaining client relationships. Energetic self-starter with extensive experience in time sensitive, fast-paced environments who possesses strategic problem-solving skills and can effectively assess client needs and problem solve quickly to maintain customer satisfaction.

## Skills

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- Professional Phone Etiquette
- Assiduous and Orderly
- Client Relationship Management
- Time Management Skills
- Resource Management Expertise
- Keen Attention to Detail

## Work History

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### Technical Support Representative

04/2017 -Current

**Peak-Ryzex, Inc.** – Alpharetta, GA

Responsible for answering multi line phone system, emails and web portal requests for equipment service calls. New customer account creation and maintaining accurate technician work records. Data entry for new parts/equipment into internal work programs. In this position I act as a liaison between the client and technician in effort to maintain excellent communication and record keeping.

### Office Supervisor

03/2014 to 04/2017

**Ambit Hearing Aid Centers**– Cumming, GA

Managed day to day business operations. Greeted patients, coordinated new patient appointment schedule. Responsible for maintaining accurate account records and supplies/inventory. Processed insurance claims as required. Responsible for the office appearance and company first impressions.

### Teacher

05/2006 to 03/2014

**Georgia Funded Pre-Kindergarten Program** – Dawsonville, GA

Executed an age appropriate learning curriculum to foster child development. Collaborated with teachers and other staff members to plan lessons and education related activities to keep the students engaged and learning. Maintained Early Childhood and CPR Certifications as regulated by Georgia State Guidelines.

## Education

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**Brenau University**-Gainesville, GA

Current

Major- BA Business