*8419 Oak Village Blvd. Lewis Center, OH 43035 614-361-2859 KAndrick926@gmail.com*

**KEVIN ANDRICK**

Objective

I am seeking a customer service position where I can expand on my experience in this field and utilize experience to increase both customer satisfaction and the company’s overall reputation.

Work Experience

Welch Packaging, Columbus, OH

October 2013-October 2014

Customer Service Representative

 • Create the ultimate corrugated experience for a multitude of customers

 • Maintain open communication with customers, vendors and intercompany personnel through telecommunication and emails

 • Facilitate sales quotes and process purchase orders

Power Shack Fitness, Hilliard, OH

August 2003-September 2013

Management/Customer Service

 • Assist in managing day-to-day fitness center operations with over 35 associates and 2,800 gym members

 • Assist customers with purchases, positive and safe gym experience

 • Schedule membership sale appointments

 • Answer telephone and email inquiries from customers and vendors regarding gym memberships and purchases

 • Assist with new employee training including company policies, services, membership options and register operations

 • Received special distinctions for remarkable customer service and facility management

United Parcel Service, Hilliard, OH

August 2001-2003

Loader

 • Loader/sorter for outbound packages in the eastern United States

 • Assisted in providing safe work environment for employees on Safety Committee

 • Assisted on the CERC Committee, making sure all new employees had the proper resources to successfully complete objectives

Education

*Ohio University*

Athens, OH , 2006-2008, completed 57 credit hours toward Sport Management degree

*Columbus State Community College*

Columbus, OH , 2002-2004, completed 72 credit hours toward Sport Management degree

Skills

Proficient in Microsoft Office, solid knowledge of packaging and also excellent interpersonal skills