



Proactive and goal-oriented professional with excellent time management and problem-solving skills. Known for reliability and adaptability, with swift capacity to learn and apply new skills. Committed to leveraging these qualities to drive team success and contribute to organizational growth.

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# Chris Calkins

## CONTACT

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## SKILLS

Friendly, positive attitude  
Teamwork and collaboration  
Customer service Problem-solving  
Excellent communication  
Computer skills Organizational skills

## EDUCATION

AUG 2008

### Bachelor Of Arts

Management Information Systems |  
University of South Florida | St. Petersburg,  
FL  
Minored in Spanish Language

## WORK HISTORY

OCT 2022 - MAR 2025

### SUD Tech / Front Office

Operation PAR Maps Clearwater | Clearwater, FL

- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Managed time efficiently in order to complete all tasks within deadlines.
- Organized and detail-oriented with a strong work ethic.
- Developed and maintained courteous and effective working relationships.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Paid attention to detail while completing assignments.

MAY 2003 - NOV 2022

### Customer Service

Publix Supermarkets | St. Petersburg, FL

- Provided exceptional customer service and addressed customer inquiries.
- Provided exceptional customer service while managing escalated complaints or concerns.
- Bolstered client satisfaction by providing attentive customer service during events.

- Provided excellent customer service to subscribers and businesses.
- Processed payments, entering sales in register for prompt customer service.
- Developed strong relationships with clients, providing excellent customer service and support.
- Enhanced customer service by addressing inquiries and resolving issues promptly.
- Analyzed customer feedback and provided solutions to improve customer service.