CONTACT

Manchester

+44 7700 900123

emma.johnson@gmail.com

SKILLS

- Customer service
- Sales
- Excel
- Complaint handling
- Organisation

LANGUAGES

English · native

Spanish · B2

OTHER DETAILS

Driving licence

CURRICULUM VITAE

EMMA JOHNSON

CUSTOMER SERVICE · SALES

PROFESSIONAL PROFILE

Customer service professional with 8 years of experience in sales and front desk roles. Organised, friendly and comfortable with digital tools.

WORK EXPERIENCE

Sales assistant

Harbor Home · Manchester · 2021 - present

- Customer follow-up, quotes and order tracking.

Receptionist

Park Hotel · Manchester · 2017 - 2021

- Guest welcome, bookings and complaint handling.

EDUCATION

BTEC Business · Manchester College (2017)