Emma Johnson

CUSTOMER SERVICE · SALES

Manchester | +44 7700 900123 | emma.johnson@gmail.com

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
2021 - present

Harbor Home · Manchester

- Customer follow-up, quotes and order tracking.

Receptionist
2017 - 2021

Park Hotel · Manchester

- Guest welcome, bookings and complaint handling.

Education

BTEC Business
2017

Manchester College

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