Emma Johnson

CUSTOMER SERVICE · SALES

EJ

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

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