

# PETER BAKOS

## SKILLS

- Ability to work within a team
- Good communication skills and customer service.
- Computer use (Word, Excel)
- Team Player

## EXPERIENCE

### **Customer Service Officer | Westpac Banking | 2017**

- Promoted company brand and unique offerings through personalised customer service.
- Provided primary customer support to internal and external customers.
- Completed data entry to record call notes, suggestions and questions.

### **Customer Service Assistant | Futura lifestyle & Collectables | 2010**

- Counted cash drawers and deposits, checked supplies and completed any other required opening or closing task to facilitate smooth team operations.
- Provided primary customer support to internal and external customers.
- Helped large volume of customers every day with positive attitude and focus on customer satisfaction.

### **Reception | Polkadotts Children's casting | 2011**

- Managed multiple tasks and met time-sensitive deadlines.
- Confirmed appointments, communicated with clients and updated client records.
- Answered central telephone system and directed calls accordingly.

I would like to obtain a position, where I can provide excellent customer service,

Work diligently, learn my role and become a valued member of the team.



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References  
Upon Request

Sydney NSW  
2010

## VOLUNTEER EXPERIENCE OR LEADERSHIP

### **Community Projects**

Providing Support to the community in various projects to maintain connection to the workforce in a volunteer capacity