

Todd Mitchell

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2431 Jefferson Terrace Atlanta GA 30344-2717

Summary of Qualifications

Summary of Qualifications Dealing with the public, proficient with contractors and paper work. Blue prints and plan layouts knowledge. Sales and installation of home renovation, addition, drywall, plumbing, retrofit-windows etc. Self-motivated, accept obligations, and responsible on implementation of job tasks. Good listener, well versed in structured work

Key Words			
customers	home	were	assisted
handle	door	accounts	calls
maintained multiple			
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Objective

- To obtain a position with a company or organization as a Home Inspector that can utilize my past and present working life experiences in the construction and home rehabilitation.

Employment History

03/2000-03/2002	Capital One Credit Card Merchant Resolution	Tampa, FL
	<ul style="list-style-type: none">• Assisted Customers with incoming calls regarding their credit cards.• Assisted Customers with charges that appeared on their Credit Cards that were not recognized and were fraudulent<ul style="list-style-type: none">• Handled 100+ incoming Customer calls with various issues while maintaining satisfactory average handle time of four minutes.<ul style="list-style-type: none">• Received multiple awards for Customer up-sells.	
6/2002-7/2009	DHL Express Inside Sales Representative	College Park, GA
	<ul style="list-style-type: none">• Maintained and grew accounts in my assigned territory<ul style="list-style-type: none">• Assisted New Customers with opening new accounts and assisting with the first shipment.<ul style="list-style-type: none">• Tracked shipments with value of greater than \$10K from door to door to ensure timely arrival.<ul style="list-style-type: none">• Maintained excellent relationship with multiple state and local governments to ensure packages were handle correctly.	

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