

# Todd Mitchell

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251-402-1257



2431 Jefferson Terrace Atlanta GA 30344-2717

## Summary of Qualifications

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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, wall, 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			
Similar Resumes			

## Objective

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- 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

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

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